Concur Government Edition (CGE) Travel System

User's Manual

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National Institutes of Health
Office of Management

Contents

Access CGE

1. From your web browser, navigate to the NBS Portal via the following link:

https://mynbs.nih.gov/SitePages/NBS%20Home.aspx

The NIH Single Sign On page is displayed.

2. Complete the single sign on.

The NBS Portal Community page is displayed.

3. Click the NBS Travel Portal link.

The NBS Travel Portal page is displayed.

4. In the Program Launcher portlet on the left side of the page, click the NBS CGE Production link.

The CGE Home page will be displayed.

End of procedure.

Update Traveler Profiles

Overview

Traveler profiles and preferences can be viewed and limited edits can be made utilizing the **Profile** tab within CGE.

Traveler profile information is downloaded into CGE from the NIH Employee Database (NED) and eProfile. Changes made in CGE will not update the NED or eProfile information.

Changes made utilizing the **Profile** tab are saved in CGE and will be applied to all subsequent travel documents created for that traveler. Users also have the ability to make very limited edits when managing individual travel documents for a traveler. Changes made on the Profile tab of a travel document are only applied for that specific travel document.

Steps

1. Go to the NBS Travel Portal and access CGE.

2. Search for and select the applicable traveler utilizing the **You are administering travel for:** section.

Search for and select the traveler (Steps 3-6):

3. Click the **Search** button.

4. Enter the traveler’s name into the **You are administering travel for:** field (defaults to Me).

<u>Tip</u>: all searches must be done by traveler’s name. Enter the entire last name of the traveler for more accurate and concise search results.

The search results are displayed:

5. Select the applicable traveler by clicking on the appropriate section in the search results.

<u>Note</u>: users must be careful and ensure that the correct traveler is selected. If multiple travelers meet the search criteria entered, utilize the information such as the traveler's organization, e-mail, and phone number to differentiate.

6. Click the **OK** button.

7. Click the **Profile** tab.

The **My Profile** page is displayed for the selected traveler. The traveler profile information can be viewed and limited edits in the individual sections can be made as follows:

Traveler Name and Airport Security Section

1. Middle Name **Required**. Must match the name of the traveler in their passport or other photo identification used for travel purposes.

2. Nickname Optional field. Can be used to enter a nickname for the traveler.

Expense Information Section

Routing List Use this field and dropdown button to select the default routing list for the traveler. Users can also change the routing list for an individual travel document while managing that particular travel document.

Cardholder Code This field and dropdown button can be used to select the cardholder’s advance authorized status for travelers possessing a government charge card. **<u>Only users with the AO Travel Approver role can update this field for travelers</u>**.

Duty Station Optional field. Users can enter the traveler’s duty station.

Residence City Optional field. Users can enter the traveler’s residence city.

Residence State Optional field. Users can enter the traveler’s residence state.

Home Address Section

Note: users have the ability to update the applicable fields in these sections to edit the traveler's address information. However, changes to address information **must** be made in myPay. Once updated in myPay, the information will be updated In the NIH Employee Directory (NED) and then in CGE.

Contact Information Section

Email Addresses Users can utilize these fields to enter alternate email addresses for the planner, approver, etc.

Emergency Contact Section

Note: users can utilize the fields in the Emergency Contact section to enter or update the traveler's emergency contact information.

Travel Preferences Section

Air Travel Preferences Optional. Users can enter any air travel preferences for the selected traveler. These preferences will be utilized when booking air reservations with the Concur Online booking tool.

Hotel Preferences Optional. Users can enter any hotel preferences for the selected traveler. These preferences will be utilized when booking hotel reservations with the Concur Online booking tool.

Car Rental Preferences Optional. Users can enter any car rental preferences for the selected traveler. These preferences will be utilized when booking rental car reservations with the Concur Online booking tool.

Add a Program Users can click this link to add any frequent flyer, hotel rewards, or rental car rewards programs for the selected traveler.

Frequent Traveler Programs Any frequent traveler programs that have been added for the selected traveler will be displayed in this section.

TSA Secure Flight Section

Gender Required. Users must enter the traveler's gender in the TSA Secure Flight information section.

Date of Birth Required. Users must enter the traveler's date of birth in the TSA Secure Flight information section.

DHS Redress No. If the traveler has a DHS Redress Number, it can be added here.

TSA Pre-check Known Traveler Number If the traveler has a Known Traveler Number, it can be added here.

International Travel Section Optional. Users can enter the traveler's passport information for international travel.

Credit Cards Section

Note: users can add a credit card to the traveler's profile utilizing the *Add a Credit Card* link. However, it is recommended that the traveler update their own credit card information in eProfile and then that information will be uploaded to CGE.

Add or update the required information.

Click the applicable **Save** button.

End of procedure.

Create New Authorizations

Overview

There are two different ways to initially create a new travel authorization within CGE. These two processes and recommendations for use are as follows:

A new travel authorization is automatically generated when the user creates a new **Online** travel reservation of any type (Air, Rail, Hotel, or Rental Car) utilizing the Concur Online booking tool. This is the recommended process and should be used anytime that the user will be using the Concur Online booking tool to book any reservations for the traveler.

Users also have the option to directly create a new travel authorization first and then add travel reservations (whether Online or Offline) at a later time. Users **must** utilize this process if all of the travel reservations are going to booked offline (via Omega).

Create New Online Reservations (Authorization Generated)

Navigate to the Travel Arrangers Page and Select a Traveler

Steps

1. Go to the NBS Travel Portal and access CGE.

2. Select the **Travel** tab to navigate to the Travel Home page.

The Travel Home page is displayed:

3. Click the **Search** button.

4. Enter the traveler's name into the **You are administering travel for:** field (defaults to Me).

Tip: all searches must be done by traveler's name. Enter the entire last name of the traveler for more accurate and concise search results.

The search results are displayed:

5. Select the applicable traveler by clicking on the appropriate section in the search results.

Note: users must be careful and ensure that the correct traveler is selected. If multiple travelers meet the search criteria entered, utilize the information such as the traveler's organization, e-mail, and phone number to differentiate.

6. Click the **OK** button.

End of procedure.

Create a New Online Air Reservation (Authorization Generated)

Steps

1. Navigate to the Travel Home page and select a traveler.

The applicable tab (Air/Rail) is selected by default.

2. Select a flight option by clicking on the applicable radio button. Round Trip is the default selection.

<u>Search for and select the Temporary Duty Location (Steps 3-5)</u>:

3. Enter the reference point address (destination City) into the **Temporary Duty Location** field.

4. Click the **Find Location** button.

The Search for Location results are displayed in a new window. If multiple locations are found, utilize the **Location** field dropdown button to select the applicable location from the list of results.

5. Once the applicable location is selected, click the **Choose** button. The **TDY Per Diem Location** and **Arrival City** fields will automatically populate based on your selection.

6. Enter the departure city into the **Departure City** field.

7. A list of selections (airports near departure city) is displayed. Select the applicable list item.

8. The arrival city airport is automatically populated based on the Temporary Duty Location selected but can be changed as required.

9. Click in the **Departure** field.

<u>Note</u>: A calendar is displayed in a new window so that the user can select a departure date. The current month and year is displayed by default. Users can utilize the greater than (>) or less than (<) icons to navigate to and select the applicable month. Users can utilize the double greater than (>>) or double less than (<<) icons to navigate to and select the applicable year.

10. Utilize the icons to navigate to the applicable departure date month/year and select the departure date by clicking on the applicable date link.

Optional: if necessary, users can utilize the dropdown buttons provided to the right of the **Departure** and **Return** fields to enter preferred flight times.

11. Click in the **Return** field.

12. The calendar is displayed in a new window. Navigate to the applicable month/year and select the return date by clicking on the applicable date link.

Note: if the traveler requires online rental car or hotel reservations, the applicable checkboxes can be selected at this time. If one or both of these checkboxes is checked, the system will automatically navigate to the applicable search preferences page for the once the air reservation is completed.

13. Click the **Search** button to initiate the Concur Online booking tool search.

The search results are displayed:

1. A fare display legend can be viewed by clicking the "*Show fare display legend*" link.
2. The sections available on the right hand side of the page can be utilized to change the search criteria and perform a new search as required.
3. The search results are displayed. The Concur Online booking tool retrieves and displays flight results with both the departure and return flights combined for selection. Users will need to search for an appropriate combination. Links are provided in order to navigate to additional search results.

Additional details and the itinerary for a specific flight can be viewed by clicking the "*Show Fares*" link.

14. Flight itinerary is displayed.

15. Flight information including cancellation/refund policies is displayed. This information should be reviewed to ensure compliance.

16. Icons are provided for each leg of the itinerary for the purpose of seat selection.

Note: selection of a specific seat does not guarantee that the traveler will ultimately get that seat. The airline reserves the right to change individual seats to accommodate other travelers as required. Additionally, not all seat maps are available in the Concur online booking tool. If you click the icon and a seat map is not available, this is not a system error. It just means that the selected airline has not provided Concur with a seat map for that specific flight.

17. Traveler frequent flyer information can be entered.
18. The **Reserve** button is utilized to select and book a specific flight.

The Reserve buttons are color coded to assist the user in selecting an appropriate flight:

- Green: indicates that the fare is within policy.

- Yellow: indicates that the fare is outside of policy. If this fare is selected, the user will be required to provide additional information as to why this flight was selected.

- Red: indicates that the fare is outside of policy. If this fare is selected, the user will be required to provide additional information as to why this flight was selected.

19. Identify an appropriate flight and select the flight by clicking the applicable **Reserve** button.

The Trip Payment Information page is displayed.

20. Click the **Choose a Credit Card** dropdown button and select the applicable credit card from the list. The Central Bill credit card is typically used for online air reservations.

21. Click the **Next** button at the bottom of the page.

The Travel Details page is displayed with a summary of the reservations made.

Users can add additional reservations (hotel, rental car, etc.) as required by clicking the applicable icon or link in the **Add to your Itinerary** section. The itinerary can be viewed in the Reservation section by scrolling down.

22. Click the **Next** button at the bottom of the page.

The Trip Booking Information page is displayed with the following fields:

Trip Name Optional Users can enter information optionally.

Trip Description Optional Users can enter information optionally.

Comments to the Travel Agent Optional Special requests can be entered. May incur additional fees.

E-mail Confirmation Optional Automatically populates with the traveler's email address but can be changed optionally.

Trip Purpose Required Use the dropdown button and select the applicable list item.

23. Enter any additional information as required.

24. Click the **Trip Purpose** dropdown button and select the applicable list item.

25. Click the **Next** button at the bottom of the page.

The Trip Confirmation page is displayed.

Users can review the trip overview and itinerary as required by utilizing the vertical scrollbar.

26. Click the **Confirm Booking** button at the bottom of the page to confirm the travel reservation.

At this point, the reservation is booked. Tickets will not be ticketed until after the authorization is approved.

The Document Summary page is displayed.

Users can continue to manage the authorization from this page or close the authorization properly by clicking the **Close** button at the top right hand corner of the page underneath the **You are administering travel for**: section.

Note: if you leave the authorization without utilizing the Close button, the authorization **will be locked** and other users will not be able to access it.

End of procedure.

Create a New Online Rail Reservation (Authorization Generated)

Steps

1. Navigate to the Travel Home page and select a traveler.

The Air/Rail tab is selected by default.

2. Click the **Rail** tab.

3. Select a rail option by clicking on the applicable radio button. Round Trip is the default selection.

Search for and select the Temporary Duty Location (Steps 4-6):

4. Enter the reference point address (destination City) into the **Temporary Duty Location** field.

5. Click the **Find Location** button.

The Search for Location results are displayed in a new window. If multiple locations are found, utilize the **Location** field dropdown button to select the applicable location from the list of results.

6. Once the applicable location is selected, click the **Choose** button. The **TDY Per Diem Location** and **Arrival Station** fields will automatically populate based on your selection.

7. Enter the departure city into the **Departure Station** field.

8. A list of selections (train stations near departure city) is displayed. Select the applicable list item.

9. The arrival station is automatically populated based on the Temporary Duty Location selected but can be changed as required.

10. Click in the **Departure** field.

11. Utilize the icons to navigate to the applicable departure date month/year and select the departure date by clicking on the applicable date link.

Optional: if necessary, users can utilize the dropdown button provided to the right of the **Departure** and **Return** fields to enter preferred departure times.

12. Click in the **Return** field.

13. The calendar is displayed in a new window. Navigate to the applicable month/year and select the return date by clicking on the applicable date link.

14. Click the **Search** button to initiate the Concur Online booking tool search.

Additional details and the itinerary for a specific rail listing can be viewed by clicking the "*Show Details*" link.

15. Identify an appropriate rail listing and select it by clicking the applicable **Reserve** button.

The Trip Payment Information page is displayed.

16. Click the **Choose a Credit Card** dropdown button and select the applicable credit card from the list. The Central Bill credit card is typically used for online rail reservations.

17. Click the **Next** button at the bottom of the page.

The Travel Details page is displayed with a summary of the reservations made.

Users can add additional reservations (hotel, rental car, etc.) as required by clicking the applicable icon or link in the **Add to your Itinerary** section. The itinerary can be viewed in the **Reservation** section by scrolling down.

18. Click the **Next** button at the bottom of the page.

The Trip Booking Information page is displayed with the following fields:

Trip Name Optional Users can enter information optionally.

Trip Description Optional Users can enter information optionally.

Comments to the Travel Agent Optional Special requests can be entered. <u>May incur additional fees</u>.

E-mail Confirmation Optional Automatically populates with the traveler's email address but can be changed optionally.

Trip Purpose Required Use the dropdown button and select the applicable list item.

19. Enter any additional information as required.

20. Click the **Trip Purpose** dropdown button and select the applicable list item.

21. Click the **Next** button at the bottom of the page.

The Trip Confirmation page is displayed.

Users can review the trip overview and itinerary as required by utilizing the vertical scrollbar.

22. Click the **Confirm Booking** button at the bottom of the page to confirm the travel reservation.

At this point, the reservation is booked. Tickets will not be ticketed until after the authorization is approved.

The Document Summary page is displayed.

Users can continue to manage the authorization from this page or close the authorization properly by clicking the **Close** button at the top right hand corner of the page underneath the **You are administering travel for**: section.

End of procedure.

Create a New Online Hotel Reservation (Authorization Generated)

Steps

Navigation Note: If users selected the hotel checkbox while creating an online air or rail reservation, the hotel search results will display immediately after an acceptable air or rail reservation is made. While creating the air or rail itinerary, they will need to enter the hotel search preferences. Start on Step 11 of this process to manage the hotel search results and complete the hotel reservation.

1. Navigate to the Travel Home page and select a traveler.

The Air/Rail tab is selected by default.

2. Click the **Hotel** tab.

Search for and select the Temporary Duty Location (Steps 3-5):

3. Enter the reference point address (destination City) into the **Temporary Duty Location** field.

4. Click the **Find Location** button.

The Search for Location results are displayed in a new window. If multiple locations are found, utilize the **Location** field dropdown button to select the applicable location from the list of results.

5. Once the applicable location is selected, click the **Choose** button. The **TDY Per Diem Location** field will automatically populate based on your selection.

Enter the Hotel search criteria (Steps 6-9):

6. Click in the **Check-in Date** field.

7. Utilize the icons to navigate to the applicable month/year and select the check-in date by clicking on the applicable date link.

8. Click in the **Check-out Date** field.

9. The calendar is displayed in a new window. Navigate to the applicable month/year and select the check-out date by clicking on the applicable date link.

Note: the hotel search settings are defaulted to searching for a hotel within 5 miles of the reference point previously entered. However, users may want to expand the search area and this can be done by using the **"Find hotels within"** field, the **Distance Units** dropdown button, and applicable radio button (airport, address, Agency Location, or Reference Point/Zip Code) to edit the search criteria.

10. Once the Hotel search settings have been entered, click the **Search** button to initiate the Concur Online booking tool search.

The search results are displayed:

Additional information for a specific hotel listing including the address, phone number, and the hotel's cancellation policy can be viewed by clicking the applicable "*more info*" link.

11. Identify an appropriate hotel and click the "choose Room" link.

12. Once an acceptable hotel and room has been selected, click the **Reserve** button to reserve the room.

Note: a Rate Details/Cancellation Policy message displays in a new window. The user must check the box stating that they have reviewed the hotel's rate and cancellation policy information. If a reservation is cancelled within the dates of the cancellation policy, there may be a fee charged by the hotel.

13. Select the checkbox option stating that "I agree to the hotel's rate rules, restrictions, and/or cancellation policy".

14. Click the **Continue** button.

The Trip Payment Information page is displayed.

15. Click the **Choose a Credit Card** dropdown button and select the applicable credit card from the list. To confirm hotel reservations, users will need to select either the traveler's personal credit card or their government issued travel charge card.

16. Click the **Reserve Hotel** button at the bottom of the page.

The Travel Details page is displayed with a summary of the reservations made.

Users can add additional reservations (air, rail, rental car, etc.) as required by clicking the applicable icon or link in the **Add to your Itinerary** section.

17. Click the **Next** button at the bottom of the page.

The Trip Booking Information page is displayed with the following fields:

Trip Name Optional Users can enter information optionally.

Trip Description Optional Users can enter information optionally.

Comments to the Travel Agent Optional Special requests can be entered. May incur additional fees.

E-mail Confirmation Optional Automatically populates with the traveler's email address but can be changed optionally.

Trip Purpose Required Use the dropdown button and select the applicable list item.

18. Enter any additional information as required.

19. Click the **Trip Purpose** dropdown button and select the applicable list item.

20. Click the **Next** button at the bottom of the page.

The Trip Confirmation page is displayed.

Users can review the trip overview and itinerary as required by utilizing the vertical scrollbar.

21. Click the **Confirm Booking** button at the bottom of the page to confirm the hotel reservation.

The Document Summary page is displayed.

Users can continue to manage the authorization from this page or close the authorization properly by clicking the **Close** button at the top right hand corner of the page underneath the **You are administering travel for**: section.

End of procedure.

Create a New Online Rental Car Reservation (Authorization Generated)

Steps

Navigation Note: If users selected the rental car checkbox while creating an online air or rail reservation, the rental car search results will display immediately after an acceptable air or rail reservation is made. While creating the air or rail itinerary, they will need to enter the rental car search preferences. Start on Step 10 of this process to manage the rental car search results and complete the rental car reservation.

1. Navigate to the Travel Home page and select a traveler.

The Air/Rail tab is selected by default.

2. Click the **Car** tab.

<u>Search for and select the Temporary Duty Location (Steps 3-5)</u>:

3. Enter the reference point address (destination City) into the **Temporary Duty Location** field.

4. Click the **Find Location** button.

The Search for Location results are displayed in a new window. If multiple locations are found, utilize the **Location** field dropdown button to select the applicable location from the list of results.

5. Once the applicable location is selected, click the **Choose** button. The **TDY Per Diem Location** field will automatically populate based on your selection.

6. Click in the **Pick-up Date** field.

7. Utilize the icons to navigate to the applicable month/year and select the pick-up date by clicking on the applicable date link.

8. Click in the **Drop-off Date** field.

9. The calendar is displayed in a new window. Navigate to the applicable month/year and select the drop-off date by clicking on the applicable date link.

<u>Select the pick-up location (Steps 10-15)</u>:

<u>Note</u>: the **Pick-up car at** section is utilized to select the location from which the traveler is going to pick up the rental car. Users have the option of choosing a car pick-up location either at an airport or at an off-airport location by selecting the applicable radio button.

10. Select the applicable radio button (Airport Terminal or Off-Airport) based on where the traveler is picking up the rental car.

11. Click in the **Please enter an airport** field.

The Search for a car location screen displays in a new window.

Users can utilize the search criteria provided to search for a rental car pick-up location.

12. Enter the applicable search criteria using the **locations within** field, **Distance Units** dropdown button, radio buttons, and **Reference Point/Zip Code** field as required.

13. Click the **Search** button to search for rental car locations.

The Search for Location results are displayed in a new window. If multiple locations are found, utilize the dropdown button and select the applicable Reference Point location.

14. Click the **Choose** button.

The page will refresh and the search results will display below the search criteria fields.

15. Select a rental car location by clicking on the applicable *Choose this car location* link.

Once a rental car location is selected, the Travel Arrangers page re-displays and the selected rental car location is populated in the **Off Airport Location** field.

Note: users also have the option to select a different car return location in the same manner if required by selecting the **Return car to another location** checkbox.

16. Click the **Search** button to initiate the Concur Online booking tool search.

The search results are displayed:

17. Click the *more info* link for the applicable car listing to view additional details.

The car details are displayed in a new window and can be reviewed utilizing the vertical scrollbar as required.

18. Close the Car Detail window.

19. Click the **Reserve** button to reserve the selected rental car.

The Travel Details page is displayed with a summary of the reservations made.

Users can add additional reservations (air, rail, rental car, etc.) as required by clicking the applicable icon or link in the **Add to your Itinerary** section.

20. Click the **Next** button at the bottom of the page.

The Trip Booking Information page is displayed with the following fields:

Trip Name Optional Users can enter information optionally.

Trip Description Optional Users can enter information optionally.

Comments to the Travel Agent Optional Special requests can be entered. May incur additional fees.

E-mail Confirmation Optional Automatically populates with the traveler's email address but can be changed optionally.

Trip Purpose Required Use the dropdown button and select the applicable list item.

21. Enter any additional information as required.

22. Click the **Trip Purpose** dropdown button and select the applicable list item.

23. Click the **Next** button at the bottom of the page.

The Trip Confirmation page is displayed.

Users can review the trip overview and itinerary as required by utilizing the vertical scrollbar.

24. Click the **Confirm Booking** button at the bottom of the page to confirm the rental car reservation.

The Document Summary page is displayed.

Users can continue to manage the authorization from this page or close the authorization properly by clicking the **Close** button at the top right hand corner of the page underneath the **You are administering travel for**: section.

End of procedure.

Create a New Authorization without Reservations

Steps

1. From the CGE Home page, search for and select the traveler.

<u>Search for and select the traveler (Steps 2-5)</u>:

2. Click the **Search** button.

3. Enter the traveler’s name into the **You are administering travel for:** field (defaults to Me).

<u>Tip</u>: all searches must be done by traveler’s name. Enter the entire last name of the traveler for more accurate and concise search results.

The search results are displayed:

4. Select the applicable traveler by clicking on the appropriate section in the search results.

<u>Note</u>: users must be careful and ensure that the correct traveler is selected. If multiple travelers meet the search criteria entered, utilize the information such as the traveler's organization, e-mail, and phone number to differentiate.

5. Click the **OK** button.

6. Select the **Authorizations** tab.

The View Authorizations page is displayed by default. All authorizations for the selected traveler are displayed as applicable on the View Authorizations page.

7. Click the **New Authorization** sub tab.

The New Authorization page is displayed.

8. Click the **Document Type** dropdown button.

9. Select the **Auth** list item by clicking on it.

10. Click the **Create Document** button.

The Document Information page is displayed and the Document Information tab is displayed by default.

Document Type Automatically populated based on Document Type selected on previous page.

Document Name Automatically assigned by system.

Document Date Automatically populated with current date.

TANUM Automatically assigned by system.

Sponsored Travel Users must check this checkbox if the authorization is for sponsored travel.

Currency Defaults to U.S. Dollar. Can be changed if required utilizing the dropdown button.

Type Code **Required**. User must utilize dropdown button and select the applicable Type Code.

Purpose **Required.** Users must utilize the dropdown button and select the applicable purpose.

Document Description **Required.** Users must enter a document description for the travel.

Document Default Account Code Fields **Disabled for user on this screen. Account codes will be added on the Accounting tab after the authorization is created.**

11. Complete the Document Information tab fields using the table above as a reference.

12. Click the **Trip Information** tab.

The Trip Information page is displayed.

13. Click the **Depart Selection** dropdown button and select the applicable list item by clicking on it.

<u>Note</u>: when available, the resident and work addresses are automatically defaulted from the traveler's profile.

14. Click the **Return Selection** dropdown button and select the applicable list item by clicking on it.

15. Click the **Trip Begin Date** calendar icon.

The calendar is displayed in a new window.

16. Utilize the icons to navigate to the applicable month/year and select the trip begin date by clicking on the applicable date link.

17. Click the **Trip End Date** calendar icon.

18. Navigate to and select the trip end date by clicking on the applicable link.

<u>Note</u>: once the trip dates are selected, the **Arrival Date** and **Departure Date** fields in the **Itinerary Locations** section of the page will be automatically populated. Users can add comments as required in the **Comments** field.

19. Enter the trip destination city in the **Itinerary Location** field (Row 1).

20. Click the ***Search*** link next to the **Itinerary Location** field (right side).

<u>Note</u>: once the search is completed, a field and dropdown button will populate below the **Itinerary Location** field. The most commonly used City/State combination will populate by default but can be changed as required utilizing the dropdown button provided.

21. Select the applicable City/State combination.

22. **<u>Optional</u>**. Click the Purpose dropdown button and select the applicable list item by clicking on it.

<u>Note</u>: users can add additional Itinerary Location rows as required if the traveler will be traveling to multiple locations during the trip by repeating Steps 19-22. In these cases, the **Arrival Date** and **Departure Date** fields for each itinerary location row will also need to be updated.

23. Click the **Create Document** button.

End of procedure.

Navigate to the Document Summary Page and Manage Online Reservations

Overview

The first procedure covered in this section is how to navigate to the document summary page of an existing authorization. This process is utilized to navigate back to an authorization that was closed at some point in the creation/management process.

There are two ways to add online reservations to an authorization. Determining which procedure to use is based on how the authorization was initially created:

- If the authorization was initially created using any of the Create an Online Reservation (Authorization Generated) procedural functions, follow the Add Online Reservations to an Authorization with Online Reservations instructions in this section.
- If the authorization was created without reservations, follow the Add Online Reservations to an Authorization without Reservations instructions in this section.

Navigate to the Document Summary Page

Steps

1. From the CGE Home page, search for and select the traveler.

Search for and select the traveler (Steps 2-5):

2. Click the **Search** button.

3. Enter the traveler's name into the **You are administering travel for:** field (defaults to Me).
Tip: all searches must be done by traveler's name. Enter the entire last name of the traveler for more accurate and concise search results.

The search results are displayed:

4. Select the applicable traveler by clicking on the appropriate section in the search results.

Note: users must be careful and ensure that the correct traveler is selected. If multiple travelers meet the search criteria entered, utilize the information such as the traveler's organization, e-mail, and phone number to differentiate.

5. Click the **OK** button.

6. Click the **Authorizations** tab.

The View Authorizations page is displayed with a list of all existing authorizations for the selected traveler.

<u>Note</u>: for each authorization listed, users can utilize the action icons provided to perform the specific functions in the table below. Only the actions that the authorization is eligible for will

Delete Document Click this icon to delete the document. The Delete Document function can only be used if the document has not been approved. If the authorization has been approved, the user must cancel the authorization.

7. Click the **Open Document** action icon for the applicable authorization.

The Document Summary page is displayed.

The following Data Sections and information is displayed on the Document Summary page (Summary tab). Additionally, the specific Users Manual sections/topics that address performing specific actions are listed.

<u>Data Section Information User's Manual Section/Topics</u>

Document Information Contains basic information about the trip. Attach Supporting Documentation Links.

Reservation Details Displays all associated reservations and their status. Add Online Reservation topics Change/Cancel Online Reservations

Expense Details Displays a summary list of the expenses associated with the authorization. Manage Expenses topics

Per Diem Allowances Displays a summary list of the Per Diem Allowances associated with the authorization. Manage Expenses topics

Accounting Details Displays a summary list of all Lines of Accounting (LOAs) associated with the authorization. Manage Accounting Information topics

<u>Data Section</u> **<u>Information</u>** **<u>User's Manual Section/Topics</u>**

Advance Details Displays any advances and the corresponding information associated with the authorization. Record an Advance.

Exceptions Displays a summary list of all "Other Authorizations" associated with the authorization Manage Other Authorizations.

Traveler Details Displays the traveler's basic information. N/A

Totals Details Displays the totals information including the estimated cost, advance amount, and total reimbursable amount for the authorization. N/A

Document Status Displays the current status of the authorization, document history, and any Document adjustments. Stamp, Sign, and Submit an Authorization. Review and Approve topics

Enter Comments Utilized to enter comments. N/A

End of procedure.

Add Online Reservations to an Authorization with Online Reservations

Steps

1. Navigate to the applicable authorization's Document Summary page.

2. Click the **View/Change Reservations** button.

The Request page is displayed in a new window.

Note: the **Request/Status History** tab is displayed by default and can be utilized to view the Trip Overview and existing reservations information.

3. Click the **Travel Itinerary** tab.

The Travel Itinerary page is displayed. The Trip Overview and existing reservations information is also displayed on this page.

4. Click the **Change Trip** button at the bottom of the page.

Note: once the **Change Trip** button is clicked, the original window page will refresh. The Trip Overview and Reservations sections are still displayed. However, there are now links and icons that can be utilized to change or cancel existing reservations. Users can also add additional reservations utilizing the icons and links provided in the **Add to your Itinerary** section.

5. Click the applicable reservation link in the **Add to your itinerary** section.

Follow the steps provided in the applicable Create an Online Reservation (Authorization Generated) topic in order to complete this process.

End of procedure.

Add Online Reservations to an Authorization without Online Reservations

Steps

1. Navigate to the Travel Home page and select a traveler.

The Air/Rail tab is selected by default.

2. In the **Travel Authorizations** section, click the "*Add Travel to an Existing Authorization*" radio button.

3. Click the **Select an Auth** dropdown button.

Result: a list of authorizations without online reservations for the selected traveler is displayed.

4. Select the applicable authorization by clicking on it. Users can utilize the TA Number and Departure Date (in parenthesis) to identify the applicable authorization.

The Searching for Locations page displays in a new window.

Note: the TDY location for the selected authorization is selected by default but users can change the location utilizing the dropdown button as required.

6. Select the applicable location.

7. Click the **Choose** button.

The remaining steps for adding online reservations to an existing authorization are the same as those illustrated in the applicable Create New Online Reservation (Authorization Generated) topics.

End of procedure.

Change/Cancel Online Reservations on an Authorization

Steps

1. Navigate to the applicable authorization's Document Summary page.

2. From the **Summary** tab, click the **View/Change Reservations** button.

The Request page is displayed in a new window.

The **Request/Status History** tab is displayed by default and can be utilized to view the Trip Overview and existing reservations information.

3. Click the **Travel Itinerary** tab.

The Travel Itinerary page is displayed. The Trip Overview and existing reservations information is also displayed on this page. Users can view the Trip Overview, Reservations, and Total Estimated Cost information by utilizing the vertical scrollbar.

4. Click the **Change Trip** button at the bottom of the page.

Once the **Change Trip** button is clicked, the original window page will refresh. The Trip Overview and Reservations sections are still displayed. However, there are now links and icons that can be utilized to change or cancel existing reservations. Users can also add additional reservations.

Air/Rail Reservation Note: when changing an air or rail reservation, the user must change one leg of the trip (departing or returning) at a time. Some airline and rail carriers do not allow the flights to be changed once they are booked. In these instances, the "*Change*" link will be "*Why Can't I Change this …..*".

For each reservation, a "*Change*" and "*Cancel*" link is provided. The "*Change*" link is utilized to change the online reservation:

- Air/Rail: change the outgoing or return leg of the trip if allowed by the carrier.
- Hotel: change the check-in or check-out date.
- Rental Car: change the pick-up or drop-off date.

The "*Cancel*" link is utilized to cancel an online reservation. If a hotel or rental car reservation needs to be changed to a different hotel/rental car agency, the user must cancel the existing reservation and then follow the steps to add a new online reservation.

Change a Reservation 1. Click the applicable "*Change*" link in the **Reservations** section.

Result: a new window displays and the applicable dates can be changed.

2. Update the applicable dates as required.

3. Click the **Change** button.

Cancel a Reservation

1. Click the applicable "*Cancel*" link in the **Reservations** section.

Result: a new window displays and a warning message is displayed.

4. Click the **OK** button.

End of procedure.

Manage Expenses

Overview

Expenses, including offline reservations booked via Omega, are managed on the Expenses tab and can be accessed from the applicable authorization's Document Summary page. The following procedural functions are covered in this section:

- Add a New Expense to an Authorization
- Copy an Expense through Multiple Consecutive Days
- Edit an Expense
- Edit Meals and Incidentals Expenses (M&IE) Per Diem Conditions
- Split M&IE Expenses
- Copy Per Diem Conditions through Multiple Consecutive Days
- Delete an Expense
- Setting Lodging Expenses to Zero
- Setting M&IE Expenses to Zero

Add a New Expense to an Authorization

Steps

1. From the applicable authorization's Document Summary page, navigate to the **Expenses** tab.

The **Expenses** page is displayed. All expenses currently associated with the authorization are listed in the **Expense List**.

Delete Checkbox Expenses can be selected in order to be deleted by clicking this checkbox for the applicable expense.

2. Click the **Add Expense** button.

New expenses are added in the **Add Expense Details** section on the right hand side of the page. Initially, the **Expense Date** and **Expense Description** fields are displayed and are required fields. More fields will display based on the type of expense being added. The Expense Date defaults to the first day of the trip but can be changed as required utilizing the calendar icon to the right of the Expense Date field.

3. Update the **Expense Date** as required.

4. Click the **Expense Description** dropdown button.

5. Select the applicable expense description by clicking on the list item.

The **Cost** and **Payment Method** fields will be displayed and are required.

6. Enter the known or estimated cost of the expense into the **Cost** field.

<u>Note</u>: the **Payment Method** field is utilized to enter how the expense is going to be paid for. Reimbursement is made based on the selection.

7. Click the **Payment Method** dropdown button.

8. Select the applicable payment method by clicking on the list item.

<u>Note</u>: based on the type of expense selected, the "*Show Other Details*" link is available and can be utilized to enter comments about the expense as required.

9. **OPTIONAL**. Click the *Show Other Details* link.

The **Other Details** section and fields are displayed.

<u>Note</u>: **DO NOT** utilize the **Account Code** and **Project Code Org** fields to enter accounting information for this expense. All accounting information is entered on the **Accounting** tab.

10. Click the **Save** button.

The new expense should now be displayed in the **Expense List**. To enter another expense, the user **<u>must</u>** click the **Add Expense** button. <u>If new expense information is entered in the **Edit Expense Details** section and then saved without clicking the **Add Expense** button first, the previously entered expense will be overwritten</u>.

End of procedure.

Copy an Expense through Multiple Consecutive Days

Steps

1. From the **Expense List**, click the **Edit Expense** icon for the applicable expense to be copied.

The **Edit Expense Details** section is displayed on the right hand side of the screen.

<u>Note</u>: users can utilize the **Create Expenses Through** field to copy the expense through another date of the trip. This functionality is utilized to copy like expenses through consecutive days. However, if there are days in between where the expense is not applicable, users could use this copy through functionality and then simply delete the expenses that are not required from the **Expense List**.

2. Click the **Create Expenses Through Calendar** icon in order to select the date that this expense will be copied through.

A calendar is displayed in a new window.

3. Navigate to and select the applicable date to copy the expense through.

4. Click the **Save** button.

End of procedure.

Edit an Expense

Steps

1. From the **Expense List**, click the **Edit Expense** icon for the applicable expense.

The **Edit Expense Details** section is displayed on the right hand side of the screen.

2. Make the required edits.

3. Click the **Save** button.

End of procedure.

Edit Meals and Incidentals Expenses (M&IE) Per Diem Conditions

Steps

1. From the **Expense List**, click the **Edit Expense** icon for the applicable M&IE expense.

The **Edit Expense Details** section is displayed on the right hand side of the screen.

Notice that for M&IE expense items, a *Show Per Diem Conditions* link is provided and a **Copy Per Diem Conditions Through** field is available.

2. Click the *Show Per Diem Conditions* link.

The Per Diem Conditions section is displayed.

3. Click the applicable radio button based on the reason for the edit to the Per Diem Conditions:

- <u>Meals Provided</u>: select the meals that are covered by a registration fee (should not be used for Sponsor In-Kind meals).

- Actual Meals: change the **Cost** field to reflect the actual amount and select the Actual Meals radio button.
- M&IE Override: users can override based on amount or by quarters. This is used when splitting M&IE expenses or setting M&IE expenses to zero.

4. Make the required edits.

5. Click the **Save** button.

End of procedure.

Split M&IE Expense Items

Steps

Splitting M&IE expense items is done when you need to split the M&IE expense costs against multiple payment methods.

1. From the **Expense List**, click the **Edit Expense** icon for the M&IE expense to be split.

The **Edit Expense Details** section is displayed on the right hand side of the screen.

2. First, edit the cost amount for the first payment method. Users can utilize the GSA rates for the Per Diem location to determine the actual cost amount for the meals to be applied to this payment method.

3. Select the applicable payment method.

4. Click the *Show Per Diem Conditions* link.

5. Select the **M&IE Override** radio button.

6. Select the **Override by Amt** radio button.

7. Enter the cost amount for this payment method in the **Amount** field.

8. Click the *Show Other Details* link and add comments as required.

9. Click the **Save** button.

Next, create a new Expense for the remaining M&IE cost to be entered for a different payment method.

10. Click the Add Expense button.

The **Add Expense Details** section is displayed on the right side of the screen.

11. Select or enter the applicable expense date.

12. Click the Expense Description dropdown button and select “Misc. Expense”.

The **Cost** and **Payment Method** fields will be displayed and are required.

13. Enter the remaining cost amount into the **Cost** field. The edited M&IE expense item amount and the Miscellaneous expense amount entered here must equal the total Per Diem rate amount for the TDY location.

14. Select the applicable payment method.

15. Click the *Show Other Details* link and add comments as required.

16. Click the **Save** button.

Repeat these steps to split the M&IE expenses for the remaining days on the trip or use the Copy Per Diem Conditions through Multiple Consecutive Days functionality as required.

End of procedure.

Copy Per Diem Conditions through Multiple Consecutive Days

Steps

1. From the **Expense List**, click the **Edit Expense** icon for the M&IE expense on the first day that the edited Per Diem conditions are required.

The **Edit Expense Details** section is displayed on the right hand side of the screen.

2. Make the required edits to the Per Diem conditions.

3. Click the **Copy Per Diem Conditions Through Calendar** icon on the right side of the **Copy Per Diem Conditions Through** field.

A calendar is displayed in a new window.

4. Navigate to and select the date that the Per Diem conditions need to be copied through.

5. Click the **Save** button.

End of procedure.

Delete an Expense

Steps

1. In the **Expense List**, select the expense to be deleted by utilizing the Delete checkbox for the applicable expense.

2. Click the **Delete Selected Expenses** button.

<u>Note</u>: lodging and M&IE expenses **<u>must not</u>** be deleted. Instead, these expenses will need to be set to zero. Instructions for setting lodging and M&IE expenses to zero are provided in the proceeding pages.

End of procedure.

Set Lodging Expenses to Zero

Steps

1. In the **Expense List**, click the **Edit Expense** icon for the applicable lodging expense to be set to zero.

The Edit Expense Details section for the selected lodging expense is displayed on the right side of the screen.

2. Click in the **Cost** field and enter an amount of zero (0.00).

3. Optional. Enter or select a copy through expense date utilizing the **Copy Per Diem Conditions Through** field as applicable.

4. Optional. Enter comments as required by clicking the *Show Other Details* link and then enter comments in the **Comments** field.

5. Click the **Save** button.

End of procedure.

Set M&IE Expenses to Zero

Steps

1. In the **Expense List**, click the **Edit M&IE Expense** icon for the applicable M&IE expense to be set to zero.

The Edit Expense Details section for the selected M&IE expense is displayed on the right side of the screen.

2. Click in the **Cost** field and enter an amount of zero (0.00).

3. Click the *Show Per Diem Conditions* link.

4. Select the **M&IE Override** option by clicking on the radio button.

Note: the M&IE Override defaults to **Override by Qtrs** with the number of quarters (# of Qtrs field) set to zero. Leave this default setting as is.

5. Optional. Enter or select a copy through expense date utilizing the **Copy Per Diem Conditions Through** field as applicable.

6. Optional. Enter comments as required by clicking the *Show Other Details* link and then enter comments in the **Comments** field.

7. Click the **Save** button.

End of procedure.

Manage Supporting Documentation

Overview

Supporting Documentation is managed as **one** document in CGE and it is very important for users to understand this. Regardless of the number of scanned or faxed files (quotes, receipts, etc.) uploaded to the authorization, CGE combines those files into **one** scrolling document. Therefore, individual files uploaded in error cannot be removed (deleted) individually. Users would need to delete **all** of the supporting documentation and then re-upload the correct files. Additionally, when viewing the supporting documentation, users will be viewing that same scrolling document. The following procedural functions are covered in this section.

- Attach Supporting Documentation (Upload Electronically or via Fax)
- View Supporting Documentation
- Delete Supporting Documentation

Attach Supporting Documentation (Upload Electronically or via Fax)

Steps

Supporting documentation is managed utilizing the links provided in the **Attach a File** section of the Summary tab.

1. Click the **Attach Receipt Images** link.

The Attach Files page is displayed in a new window. The types of files that can be attached and the applicable space limit instructions are provided at the top of the Attach Files page.

2. Click the **Browse...** button in order to find and select the applicable document from your computer or storage device.

The Choose File to Upload page is displayed in a new window. Users must navigate as required to the applicable document.

3. Once the applicable document is selected, click the **Open** button.

The Attach Files page refreshes and the user can see the attached file in the **Files Selected for uploading** section. If a file is selected in error, the remove icon could be used at this point to remove the document.

Additional files could be selected for uploading as required in the same manner.

4. Once all of the applicable documents have been selected for uploading, click the **Attach** button.

5. Ensure that the files were successfully uploaded. An "All files successfully uploaded" informational message will display. Click the **Done** button.

OR

Users also have the option to print a TAVS Fax Cover Page and then Fax the applicable documents to TAVS to have that supporting documentation attached to the authorization. If the preference is to load documents via Fax instead of uploading, perform the following steps.

1. Click the ***Print Fax Cover Page*** link.

The TAVS Fax Cover Page is displayed in a new window.

Notice that the TAVS Fax Number, traveler information, and applicable authorization information is included on the Fax Cover Page. Separate fax cover pages **must** be printed for the submission of the authorization's supporting documentation and any eventual vouchers. The fax cover page **should not** be re-used.

2. Click the ***Print Fax Cover Page*** link.

3. Fax the Cover Page and supporting documentation to the Fax number provided on the TAVS Fax Cover Page.

End of procedure.

View Supporting Documentation

Steps

Supporting documentation is managed utilizing the links provided in the **Attach a File** section of the Summary tab.

1. Click the **View Receipts** link.

The supporting documentation is displayed in a new window. In CGE, all of the supporting documentation (receipt images, quotes, supporting documentation, etc.) are displayed as one long scrolling document. This is true even if multiple documents were attached to the authorization separately. When applicable, users can utilize the vertical scrollbar for the new window to scroll down and review all of the supporting documentation.

2. Once finished reviewing the supporting documentation, click the **Close** icon to close the new window.

End of procedure.

Delete Supporting Documentation

Supporting documentation is managed utilizing the links provided in the **Attach a File** section of the Summary tab.

Note: because all supporting documentation attached to an authorization is combined into one long scrolling document in CGE, use of this link will result in **all** supporting documentation that has been attached being deleted. There is no way to remove individual attachments. Therefore, if an attachment is uploaded in error, the user will need to delete all supporting documentation and then re-add the appropriate attachments.

Steps

1. Click the **Delete Receipt Images** link.

2. A warning message is displayed. Click the **OK** button to delete all supporting documentation from the authorization.

End of procedure.

Manage Accounting Information

Overview

In CGE, Lines of Accounting (LOAs) are entered (added to the authorization) on the Accounting tab. CGE utilizes the term “Account Code”. For NIH, the term “Account Code” is synonymous with LOA. The following procedural functions pertaining to managing the accounting information on an authorization are included in this section:

- Add an LOA or Multiple LOAs to an Authorization
- Edit an LOA on an Authorization
- Delete an LOA from an Authorization
- Allocate Expenses on an Authorization with Multiple LOAs

Add an LOA or Multiple LOAs to an Authorization

Steps

1. Managing the accounting information on an authorization (adding, editing, deleting, allocating expenses) is performed on the Accounting tab. Navigate to the **Accounting** tab.

The **Accounting** page is displayed. Any LOAs currently associated with the authorization will be displayed in the **Account Code for TRIP.....** section.

2. To add a Line of Accounting, click the **Add New Account Code** button.

The **Setup Account Code** section is displayed. Users will utilize the fields within the **Setup Account Code** section in order to enter the applicable LOA information.

<u>**Note: it is very important to complete the following steps in the order illustrated when entering the LOA information to ensure that the information is captured and saved properly.**</u>

The **Label** field is <u>**mandatory**</u> and must be populated. Users should enter information that will help identify the LOA on the Totals page and when allocating. Some suggestions include entering:

- the CAN or Project Number

- the Lab name

- Direct or Reimbursable (helpful on sponsored documents)

3. Click in the **Label** field.

4. Enter the label information into the **Label** field based on IC business practice.

__**Note**__: the **Fiscal Year** field populates automatically based on the trip start date. The Fiscal Year must reflect the year in which the trip takes place and should not be changed. The **Sponsored** field will be disabled unless the trip type on the authorization is sponsored travel and should be used with the sponsored reimbursable CAN.

Users have the option to either search by Project Name (CAN) or by the Project Number based on what information is known or readily accessible.

5. Click in the **Project Name (CAN)** or **Project Number** field.

6. Enter the applicable information into the **Project Name (CAN)** or **Project Number** field. If the entire CAN or Project Number is not known, a minimum of three characters must be entered in order to perform a search.

7. Users must perform a search. Click the search icon (binoculars) for the applicable field (Project Name (CAN) or Project Number).

The search results will display in a new window. Users must select the applicable Project Name (CAN) or Project Number by clicking on the link provided.

8. Once the applicable Project Name (CAN) and Project Number are selected, click the **Object Class Code** dropdown button.

9. Select the applicable Object Class Code by clicking on the corresponding list item.

The Task field always defaults to 1.

10. Click the **Add to Document** button on the lower left side of the screen to add the LOA to the authorization.

The LOA just entered is now displayed in the **Account Code for TRIP.....** section at the bottom of the page. Users can continue to add additional LOAs as required by repeating the same steps just utilized.

End of procedure.

Edit an LOA on an Authorization

Steps

1. Click the **Accounting** tab.

The **Accounting** page is displayed. Any LOAs currently associated with the authorization will be displayed in the **Account Code for TRIP.....** section.

2. Click the **Edit** icon for the LOA requiring edits.

The Setup Account Code page is displayed.

3. Make the required edits to the LOA information.

4. Click the **Save to Document** button.

End of procedure.

Delete an LOA on an Authorization

Steps

1. Click the **Accounting** tab.

The **Accounting** page is displayed. Any LOAs currently associated with the authorization will be displayed in the **Account Code for TRIP.....** section.

2. Click the **Delete** icon for the applicable LOA.

3. A warning message is displayed. Click the **OK** button.

End of procedure.

Allocate Expenses on an Authorization with Multiple LOAs

Steps

1. Click the **Accounting** tab. The **Accounting** page is displayed.

When multiple LOAs have been added to an authorization, they will be displayed in the **Account Code for TRIP…..** section at the bottom of the Accounting page. Additionally, there will be "*Allocate*" links available for each LOA which the user can utilize to allocate authorization costs (funding) to each LOA as required. By default, all of the costs will be associated with the first LOA added to the authorization.

2. Click the ***Allocate*** link for any of the LOAs listed. Users can click the *Allocate* link for any LOA displayed. The same allocation screen will display regardless of which *Allocate* link is clicked.

The **Account Code Allocation Summary** page is displayed. The **Breakdown by Expense Category** tab is displayed by default.

Allocation cannot be performed on the Breakdown by Expense Category tab. Users can utilize the **Expense Level Allocation** or the **Document Level Allocation** tabs to perform the allocation of costs associated with the authorization. The following information notes discuss the various methods for allocating costs at either the Expense or Document Level.

Expense Level Allocation Page

All of the LOAs associated with the authorization will be displayed with links provided to allocate costs based on the methods described below. The same allocation screens come up regardless of which LOA's applicable link is clicked.

Date

The **Allocate By Date** section is displayed. This method can be utilized to allocate costs on the authorization based on the date the cost (expense) is incurred. Calendar icons are displayed for all of the LOAs associated with the authorization and the user would simply select a begin date for each LOA to allocate costs via this method. Once complete, the user would click the **Save Allocation Changes** button.

Fiscal Year

NIH will not be utilizing the allocate by Fiscal Year functionality.

Expense Category/Payment Method

The **Allocate By Expense Category/Payment Method** section is displayed. This method can be utilized to allocate costs on the authorization based on each expenses category and/or the payment method that was selected for the expense. For each expense category/payment method, a dropdown button is provided in order for the user to select the applicable LOA. Once complete, the user would click the **Save Allocation Changes** button.

Expense

The **Allocate By Expense** section is displayed. This method can be utilized to allocate costs on the authorization based on each individual expense. For each expense item, a dropdown button is provided in order for the user to select the applicable LOA. Once complete, the user would click the **Save Allocation Changes** button.

Location

The **Allocate By Per Diem Locations** section is displayed. This method can be utilized to allocate costs on the authorization based on the Per Diem location where expenses are incurred. Each Per Diem Location associated with the authorization will be displayed and a dropdown button is provided in order for the user to select the applicable LOA. Once complete, the user would click the **Save Allocation Changes** button.

Document Level Allocation Page

Amount

The **Allocate By Amount per Account Code** section is displayed. Users can allocate the authorization's costs with this method by simply entering a specified amount for each LOA listed. The amounts entered must add up and be equal to the authorization's total cost.

Percent

The **Allocate By Percent** section is displayed. Users can allocate the authorization's costs with this method by simply entering a percentage to be allocated for each LOA listed. The percentage amounts entered must add up to 100%.

Allocate by Amount per Account Code Page

5. Perform allocation as required.

6. Click the applicable **Save Allocation Changes** button.

End of procedure.

Manage Advances

Overview

In CGE, advances are managed on the Advances tab. The following procedural functions pertaining to managing advances associated with an authorization are included in this section:

- Add an Advance
- Edit an Advance
- Delete an Advance

Add an Advance

Steps

1. Navigate to the **Advances** tab.

The **Advances** page is displayed.

2. Click the **Add Advances** button.

The **Add Advances for TRIP…..** page is displayed with the fields detailed below.

TID The Traveler Employee Identification Number (TID) populates automatically. The TID is the same as the traveler's NIH Employee Identification Number (EIN).

Name Populates automatically with the traveler's name.

Date Populates automatically. Do not change.

Type Populates automatically based on the traveler's profile.

Amount Automatically populates with the advance amount and is calculated based on 60% of the authorization's traveler reimbursable expenses (non-central billed (CBA) account payment methods).

Account Code The Account Code will default to the Account Code marked as the default in the Accounting tab. If the Account Code does not default, the user must search for and select the applicable LOA. LOAs cannot be added to an authorization from this tab. The applicable LOA must already be added or the user must add the LOA to the authorization on the Accounting tab.

Organization This field will automatically populate based on the Account Code selected.

Remarks Users can enter remarks as required.

Request Immediate Release This checkbox is utilized if the advance needs to be requested for immediate release to the traveler. This should be rarely used and only used if previously approved by the Administrative Officer.

3. Update the date or amount if required.

4. Click the **Search Account Codes used on Document** icon located to the right of the **Account Code** field.

The Can Classification Lookup page is displayed in a new window. All Lines of Accounting (LOAs) currently associated with the authorization are displayed and available for selection in the **Search Results** section.

5. Select the applicable LOA by clicking on the link provided.

6. Click the **Save** button.

Note: if there are multiple LOAs associated with the authorization, these steps must be repeated for the additional LOAs.

End of procedure.

Edit an Advance

Steps

1. Click the **Advances** tab.

The **Advances** page is displayed. Any advances currently associated with the authorization will be displayed in the **Advances for Current Document** section.

2. Click the Edit icon for the applicable advance requiring edits.

The **Update Advance for TRIP…..** page is displayed.

3. Make the required edits. The advance amount can be adjusted downwards as long as the authorization has not been previously approved. If the expenses have been changed, the advance should be deleted and then re-added.

4. Click the **Save** button.

End of procedure.

Delete an Advance

Steps

1. Click the **Advances** tab.

The **Advances** page is displayed. Any advances currently associated with the authorization will be displayed in the **Advances for Current Document** section.

2. Click the **Delete** icon for the applicable advance.

2. A warning message is displayed. Click the **OK** button.

End of procedure.

Manage Other Authorizations

Overview

In CGE, "Other Authorizations" are viewed and managed utilizing the **Exceptions** tab. Certain conditions met during the creation/management of an authorization (or the reservations created therein) will prompt CGE to automatically associate an Other Authorization with an authorization and the user will not need to manually add these Other Authorizations. The following topics are included in this section:

- Viewing the Other Authorizations associated with an Authorization
- Adding an Other Authorization to an Authorization
- Deleting an Other Authorization from an Authorization

View Other Authorizations on an Authorization

Steps

1. From the authorization's Document Summary page, click the **Exceptions** tab.

The Other Authorizations page is displayed.

A comprehensive list of Other Authorizations is available in the **Master List of Other Authorizations**.

2. Scroll down to the bottom of the page.

All of the Other Authorizations currently associated with the authorization are displayed in the **Other Authorizations** section at the bottom of the page.

More description information about the Other Authorization can be viewed by clicking the link provided in the **Other Authorizations** section.

End of procedure.

Add an Other Authorization to an Authorization

Steps

1. From the Other Authorizations page, identify the applicable Other Authorization in the **Master List of Other Authorizations** section.

2. Click the link provided for the Other Authorization to be added.

3. Scroll down to the bottom of the page.

4. The Other Authorization just added should now be displayed in the **Other Authorizations** section.

End of procedure.

Delete an Other Authorization from an Authorization

Steps

1. Scroll down to the bottom of the **Other Authorizations** page.

All of the Other Authorizations currently associated with the authorization are displayed in the **Other Authorizations** section at the bottom of the page.

2. Click the Delete **Other Authorization** icon for the Other Authorization to be deleted.

End of procedure.

Perform Pre-Audits, Stamp, and Route an Authorization for Review/Approval

Overview

Performing Pre-Audits is done utilizing the Perform Pre-Audits tab. This process can be performed at any time during the creation and management of an authorization. CGE will validate the specified travel conditions and each condition audited will result in one of the following statuses:

- **Pass**: the audit passed with no issues. No action is required by the user.

- **Fail**: this status is equivalent to a warning. It is meant to indicate to the user that a condition exists but it does not preclude the user from submitting the authorization for review/approval. System generated comments pertaining to the condition will be displayed. Users can provide justification comments as applicable.

- **Hard Fail**: pre-audit results with this status indicated conditions on the authorization that preclude it from being submitted for review/approval. The user **must** take corrective action on these conditions prior to submitting the authorization. System generated comments pertaining to the condition will be displayed.

Pre-audits will be performed automatically by the system as part of the stamp and route process. This section illustrates the steps for stamping and routing an authorization which includes the automatic pre-audits process.

Steps

1. When you are ready to stamp and route the authorization, either:
2. Click the **Confirmation** tab.
3. **OR**

Scroll down to the bottom of the Document Summary page (Summary tab) and click the **Stamp and Route** button in the **Document Status** section. The **Status to Apply** field will be defaulted to the correct status of SIGNED.

The remaining steps illustrated assume that the user utilized the **Stamp and Route** button at the bottom of the Document Summary page (Summary tab) in the **Document Status** section.

2. Click the **Stamp and Route** button.

The Pre-Audit Results page is displayed.

Users could click the **Justify Pre-Audit Results** button in the upper right hand corner of the page as required to enter justification comments.

3. After reviewing the Pre-Audit results and entering justification comments as required, click the **Continue Stamping the Document** button.

The Dynamic Routing page is displayed.

<u>Note</u>: for many routing lists, there are multiple individuals to select from and in those cases, there will be a role title populated in the Name field instead of individual name. Notice that in the screenshot above, there are multiple reviewers for this routing list (therefore the Name field is populated with the role title "NIH AO REVIEWER") whereas there is only one approver and therefore this line has an individual name listed in the Name field. If all of the routing levels in the traveler's routing list are complete with an individual, click the **Continue Stamping & Dynamic Routing** button. If you need to select an individual for one or more of the review/approval roles, complete the following steps.

4. Click the **Edit** icon for the role that you need to select an individual for.

The applicable Select Routing Recipient page is displayed.

5. Select the applicable individual to add to the routing list by clicking the **Select this Signature** icon for that individual.

6. Click the **Select Signature(s) for Entry** button in the top right hand corner of the page.

The Dynamic Routing page is re-displayed.

Repeat these steps as necessary until all of the routing roles have the correct individual selected.

7. Once the Dynamic Routing list is complete, click the **Continue Stamping and Dynamic Routing** button.

The Post Stamping Document Closure page is displayed.

8. Click the **Close Post Stamping Document Closure Screen** button.

The View Authorizations page is displayed. The authorization should be displayed with a status of "SIGNED".

End of procedure.

Adjust/Amend Authorizations

Overview

The process utilized to modify an authorization in CGE depends solely upon the current status of the authorization:

- **Adjustment**: this process is utilized to modify an authorization that **has not** yet been approved.

- **Amendment**: this process is utilized to modify an authorization that **has** been approved but a **voucher has not been created**.

Amendment Note: an authorization is an estimate of the trip expenses. Your authorization **does not** need to match your voucher. Most edits or modifications can be made during voucher creation. However, you **must** perform an amendment when:

- Making changes to the itinerary such as changing overall trip dates or adding/removing TDY locations.

- The cost of the trip is 25% or more above the original approved authorization.

- Changing online reservations.

The steps for performing the following processes are covered in this section:

- Perform an Adjustment on an Authorization

- Perform an Amendment on an Authorization

- Changing Itinerary Dates on an Authorization

Perform an Adjustment on an Authorization

Steps

1. Search for and select the traveler on the CGE Home page utilizing the **You are administering travel for:** section.

2. Click the **Authorizations** tab.

The View Authorizations page is displayed with a list of all authorizations for the selected traveler.

3. Click the **Open Document** icon for the applicable authorization.

Note: only authorizations with a status of “SIGNED” are eligible to be adjusted. Approved authorizations would need to be amended.

The **Open Document Signature** page is displayed.

Note: users have the option to either open the document to perform edits, open the document in view only mode, or cancel opening the document utilizing the buttons provided in the top right hand corner of the page.

4. Click the **Edit Document** button. Clicking the Edit Document button removes the authorization from dynamic routing. Once the required changes are made, you will stamp the authorization “SIGNED” and route the document again.

The authorization’s Document Summary page is displayed.

5. Make the required changes to the authorization. The processes detailed in the manage authorization components section of this manual are utilized to make the required changes.

6. Once all of the required changes are made, stamp the authorization “SIGNED” and route the document for review and approval utilizing the steps illustrated in the ***Perform Pre-Audits, Stamp, and Route an Authorization*** section.

End of procedure.

Perform an Amendment on an Authorization

Steps

1. Search for and select the traveler on the CGE Home page utilizing the **You are administering travel for:** section.

2. Click the **Authorizations** tab.

The View Authorizations page is displayed with a list of all authorizations for the selected traveler.

3. Click the **Amend Document** icon for the applicable authorization.

Note: only authorizations with a status of “POSACK OBLIGATION” or “Advance Paid” are eligible to be adjusted. Authorizations that have not been approved yet would need to be amended.

The Amendment for TRIP page is displayed.

<u>Note</u>: users have the option to either create a new amendment, open the document in view only mode, or cancel opening the document utilizing the buttons provided in the top right hand corner of the page.

4. Click the **Create New Amendment** button.

The authorization's Document Information page is displayed.

5. Click the **Create Document** button.

The authorization's Document Summary page is displayed.

6. Make the required changes to the authorization. The processes detailed in the manage authorization components section of this manual are utilized to make the required changes.

7. Once all of the required changes are made, stamp the authorization "SIGNED" and route the document for review and approval utilizing the steps illustrated in the ***Perform Pre-Audits, Stamp, and Route an Authorization*** section.

End of procedure.

Change Itinerary Dates on an Authorization

Overview

This process is utilized when you need to make a change to the itinerary dates on an authorization.

Utilize the same steps used to either adjust or amend the authorization in order to navigate to the authorization's Document Information page (Steps 1-4 of the Amend an Authorization process).

Determining which set of the proceeding steps to utilize is based on whether you are extending or shortening the overall trip dates.

Steps for Extending the Itinerary Dates

1. From the Document Information page, click the **Trip Information** tab.

The Trip Information page is displayed.

2. Update the **Trip End Date** field utilizing the calendar provided.

3. Update the **Departure Date** field in the Itinerary Locations section utilizing the calendar provided.

If the trip is being extended with an earlier trip begin date, perform steps 2 and 3 utilizing the **Trip Start Date** and **Arrival Date** fields. Upon completion, the **Trip Begin Date** and **Trip End Date** fields in the **Trip Information** section **must** equal the **Arrival Date** and **Departure Date** fields in the **Itinerary Locations** section.

4. Click the **Create Document** button.

The authorization's Document Summary page is displayed.

5. Make any other required changes to the authorization. The processes detailed in the manage authorization components section of this manual are utilized to make the required changes.

6. Once all of the required changes are made, stamp the authorization "SIGNED" and route the document for review and approval again utilizing the steps illustrated in the ***Perform Pre-Audits, Stamp, and Route an Authorization*** section.

End of procedure.

Steps for Shortening the Itinerary Dates

1. From the Document Information page, click the **Trip Information** tab.

The Trip Information page is displayed.

2. Update the **Departure Date** field in the Itinerary Locations section utilizing the calendar provided.

3. Update the **Trip End Date** field utilizing the calendar provided.

If the trip is being shortened with a later trip begin date, perform steps 2 and 3 utilizing the **Arrival Date** and **Trip Begin Date** fields. Upon completion, the **Trip Begin Date** and **Trip End Date** fields in the **Trip Information** section **must** equal the **Arrival Date** and **Departure Date** fields in the **Itinerary Locations** section.

4. Click the **Create Document** button.

The authorization's Document Summary page is displayed.

5. Make any other required changes to the authorization. The processes detailed in the manage authorization components section of this manual are utilized to make the required changes.

6. Once all of the required changes are made, stamp the authorization “SIGNED” and route the document for review and approval again utilizing the steps illustrated in the ***Perform Pre-Audits, Stamp, and Route an Authorization*** section.

End of procedure.

Cancel Trips and Authorizations

Overview

Please submit a ticket to the NIH IT Service Desk for assistance with cancellations.

Copy an Authorization

Overview

The copy authorization functionality allows users to easily create authorizations for multiple travelers executing travel to the same TDY location.

<u>The following authorization components will be copied</u>:

- Itinerary including dates, trip type, trip purpose, and TDY locations
- Expenses
- Accounting Codes (LOAs)
- Other Authorizations
- Sponsors (Sponsored Travel)

<u>The following authorization components will not be copied</u>:

- Online Reservations
- Offline Reservations synchronized from Omega
- Advances
- Ethics Checklist (Sponsored Travel)
- Documentation/Receipts
- TA Number

Steps

1. From the CGE Home page, search for and select the traveler that the authorization to be copied was created for.

2. Click the **Authorizations** tab.

The View Authorizations page is displayed with a list of all authorizations for the selected traveler.

3. Click the **Copy Document** icon for the applicable authorization.

The Copy Document page is displayed.

4. In the Copy to Document section, select the traveler that you want to copy the authorization for. Enter the traveler's last name into the **Traveler Name** field.

Note: a document can also be copied to the same traveler and then the dates changed.

5. Click the **Search** icon (binoculars).

A Traveler Lookup screen is displayed in a new window.

6. Navigate to and select the applicable traveler by clicking on the name link provided.

7. Click the **Save Document** button in the upper right side of the page.

A confirmation message stating "Document was copied successfully." Is displayed in a new window.

8. Click the **OK** button.

End of procedure.

Print Travel Documents

Overview

The instructional steps provided in this section illustrate the steps for printing a travel document (authorization or voucher).

Steps

1. On the CGE Home page, search for and select the applicable traveler utilizing the **You are administering travel for:** section.

2. Click the applicable tab:

- To print an authorization, click the **Authorizations** tab.

- To print a voucher, click the **Vouchers** tab.

3. The View Authorizations or View Vouchers page will be displayed based upon your selection during Step 2.

Note: if the authorization or voucher has already been stamped signed, the Open Document Icon will be titled “Adjust Document Icon”. If the authorization or voucher has already been approved, the Open Document Icon will be titled “Amend Document”.

4. Click the Open Document icon for the applicable authorization or voucher.

Note: if the document has already been signed or approved, the Adjustment or Amendment page will be displayed as shown below. Users can click the **Get Document as View-Only** button for the purpose of printing without actually performing an adjustment or amendment.

The document’s Document Summary page is displayed.

5. Click the **Print** button in the upper right hand corner of the page.

End of procedure.

Vouchers

Overview

There are six types of Vouchers created in CGE:

- Final
- Interim
- Pre-Trip
- Supplemental
- Local
- Constructed Trip

All types of Vouchers can be created once the authorization has been fully routed for approval and has posted to the NIH Business System (NBS) financial applications.

The following topics are included in this section:

- Create a Final Voucher
- Create an Interim Voucher
- Create a Pre-Trip Voucher
- Create a Supplemental Voucher
- Create a Local Voucher
- Create a Constructed Trip Voucher
- Stamp and Route Vouchers

Create a Final Voucher

Overview

Steps

Final Vouchers are created with actual expenses incurred during the trip or as a result of cancelling a trip after expenses were incurred.

Final Vouchers are created from the travel authorization and therefore, the voucher will pre-populate with details from the authorization.

1. From the CGE Home page, search for and select the applicable traveler.

<u>Search for and select the traveler (Steps 2-5)</u>:

2. Click the **Search** button.

3. Enter the traveler's name into the **You are administering travel for:** field (defaults to Me).

<u>Tip</u>: all searches must be done by traveler's name. Enter the entire last name of the traveler for more accurate and concise search results.

The search results are displayed:

4. Select the applicable traveler by clicking on the appropriate section in the search results.

<u>Note</u>: users must be careful and ensure that the correct traveler is selected. If multiple travelers meet the search criteria entered, utilize the information such as the traveler's organization, e-mail, and phone number to differentiate.

5. Click the **OK** button.

6. Click the **Vouchers** tab.

The **View Vouchers** page is displayed.

7. Click the **New Voucher** sub tab.

The **New Voucher** page is displayed.

8. Click the **Document Type** dropdown button and select the "Vch From Auth" list item.

9. Click the **Create Document** button.

The **Document Search (Vch From Auth)** section displays below the **New Voucher** section.

10. Click the Open Document Icon for the applicable authorization.

The **Document Information** page is displayed.

11. Click the **Create Document** button.

The authorization's Document Summary page (General tab) is displayed.

12. Attach the applicable supporting documentation, manage the expenses (add, edit, or delete), and manage the accounting information and "Other Authorizations" as required.

Note: users cannot add, edit, or delete any advances associated with the authorization as part of the vouchering process.

13. Stamp and route the voucher following the steps provided in the last topic of this section.

End of procedure.

Create an Interim Voucher

Overview

Interim Vouchers are created in order to:

Reimburse travelers for expenses incurred during long term travel trips (every 30 days).

Please submit a ticket to the NIH IT Service Desk for assistance with interim vouchers.

Create a Pre-Trip Voucher

Overview

Pre-Trip Vouchers are created in order to:

Reimburse travelers for expenses incurred prior to the actual trip dates (registration fees, hotel reservation fees, etc.).

Please submit a ticket to the NIH IT Service Desk for assistance with Pre-Trip vouchers.

Create a Supplemental Voucher

Overview

Final Vouchers that have been approved are amended in cases where additional claims (incurred expenses) are identified. The new amended Voucher is referred to as a Supplemental Voucher.

Steps

1. Click the **Vouchers** tab

The **View Vouchers** page is displayed:

2. Click the **Amend Document** icon for the applicable Voucher.

The **Amendment for Voucher** page is displayed.

3. Click the **Create New Amendment** button.

The **Document Information** page is displayed.

4. Click the **Create Document** button.

The authorization's Document Summary page (General tab) is displayed.

5. Attach the applicable supporting documentation, manage the expenses (add, edit, or delete), and manage the accounting information and "Other Authorizations" as required.

6. Stamp and route the voucher following the steps provided in the last topic of this section.

End of procedure.

Create a Local Voucher

Overview

Local Vouchers are not created from an existing authorization. They are used to claim travel expenses incurred by a traveler within the local commuting area.

Steps

1. Click the **Vouchers** tab.

The **View Vouchers** page is displayed:

2. Click the **New Voucher** sub tab.

The **New Voucher** page is displayed.

3. Click the **Document Type** dropdown button and select the "Local Voucher" list item.

4. Click the **Create Document** button.

The **Document Information** page is displayed.

5. Click the **Create Document** button.

The authorization's Document Summary page (General tab) is displayed.

6. Attach the applicable supporting documentation, add the expenses, and add the accounting information as required.

7. Stamp and route the voucher following the steps provided in the last topic of this section.

End of procedure.

Create a Constructed Trip Voucher

Overview

Constructed Trip Vouchers are created while preparing a Final Voucher in order to compare two sets of trip expenses within the same Voucher document. They **should only be** utilized to compare the costs when a POV trip is used to replace a common carrier (Air or Rail). Constructed vouchers are not to be used on sponsored or foreign trips.

The more cost efficient set of trip expenses will be paid.

Note: users can utilize the Concur Online booking tool to estimate the cost of a common carrier ticket if the traveler were not driving a POV. **Do not confirm booking**.

Steps

1. Click the **Vouchers** tab.

The **View Vouchers** page is displayed.

2. Click the **New Voucher** sub tab.

The **New Voucher** page is displayed.

3. Click the **Document Type** dropdown button and select the “Vch From Auth” list item.

4. Click the **Create Document** button.

The **Document Search (Vch From Auth)** section displays below the **New Voucher** section.

5. Click the Open Document Icon for the applicable authorization.

The **Document Information** page is displayed.

6. Click the **Create Document** button.

The authorization’s Document Summary page (General tab) is displayed.

7. First, attach the applicable supporting documentation, manage the expenses (add, edit, or delete), and manage the accounting information and “Other Authorizations” for the POV trip executed by the traveler.

<u>Note</u>: once the voucher information is complete and accurate for the POV trip executed, users must create a second trip with the expenses that would have been incurred had a common carrier been utilized in order to compare the two sets of trip expenses. Users can either use the Concur Online booking tool to search for and obtain the cost of a common carrier ticket (air/rail) or look the cost up in the GSA City Pair Fares document provided on the NBS Travel page in the Useful Resources section.

8. Click the **General** tab.

9. The Document Information page is displayed. Click the **Trip Information** tab.

The Trip Information page is displayed.

10. Click the **Copy Trip** Icon. This will add a trip and copy the trip itinerary information for the second set of trip expenses you are creating.

The Trip Information page will refresh. The Trip No. field will default to 2 and the itinerary information will be copied from the original trip.

<u>Note</u>: next, add the estimated expenses that would have been incurred had a common carrier ticket been utilized instead of a POV trip. Users must enter a common carrier expense and a TMC Fee expense. Be sure to add any other expenses that the traveler would have incurred such as transportation to/from the airport, rental car, or public transit/taxi costs at the TDY location.

11. Click the **Expenses** tab and enter the estimated expenses for the second trip.

<u>Note: for all expenses added to include the common carrier and TMC fee expenses, utilize a payment method of Personal. Do not utilize the CBA payment method as this will not reimburse to the traveler to offset incurred expensed if this trip is selected for payment. The expenses will be copied from Trip 1 so make sure that you delete any POV related expenses from Trip 2.</u>

12. Once the expenses for Trip 2 are entered, click the **Accounting** tab and complete the accounting information.

<u>Note: the LOA entered for Trip 1 will be copied into Trip 2. However, the accounting details will not be complete. Users must delete the existing LOA and add the LOA back to the document.</u>

13. Click the **Totals** tab.

The Total Details page is displayed.

Note: in the Expense Category Details section, you will see both sets of expenses. The more cost efficient set of expenses will be paid when this voucher is approved. In the example above, the POV trip (Trip 1) expenses were less and these expenses will be paid.

14. Stamp and Route the voucher.

End of procedure.

Stamp and Route a Voucher

Vouchers are routed in the same manner illustrated in the Stamp and Route an Authorization topic with the following exception:

After initial creation, Vouchers must be stamped with a status of "VOUCHER PREPARED".

- This status will route the voucher to the traveler.

- The traveler will receive an email with a link to eVoucher where they must certify the Voucher.

- Once the traveler certifies the Voucher, CGE will automatically route the voucher to the next individual in the routing list (AO Reviewer).

Note: If it is necessary to route the voucher and bypass the traveler certification (for example for a non-affiliated traveler), the planner needs to stamp the voucher certified. A copy of the hard copy voucher signed by the traveler must be uploaded into the voucher.

End of procedure.

Sponsored Travel

Overview

NIH employees are often invited to travel by other organizations to attend health related events. Sponsoring organizations will assume the charges for some or all of the travel expenses in adherence with the Federal Travel Regulations and HHS travel policy. Sponsored Travel is permitted under the strictest of approval guidelines.

Creating and managing a sponsored travel authorization is very similar to creating and managing any other authorization. The key differences in functionality are discussed in the following topics of this section:

- Creating a New Sponsored Travel Authorization (Itinerary)

- Adding and Managing Expenses with Sponsored Payment Methods

- Adding a Reimbursable Sponsored LOA to an Authorization

- Adding Sponsors to an Authorization

- Allocating Sponsored Expenses when Multiple Sponsors exist on an Authorization

- Stamping and Routing a Sponsored Travel Authorization

Create a New Sponsored Travel Authorization (Itinerary)

Steps

1. Navigate to and create a new authorization for the applicable traveler.

2. Complete the Document Information page. For sponsored travel, users **<u>must do both</u>** of the following while completing the Document Information tab:

- Select the **Sponsored Travel** checkbox.

- Choose a **Type Code** of "SP - Sponsored".

These selections are what enable the sponsored travel specific functionality as the authorization is created and managed.

3. Click the **Trip Information** tab.

The Trip Information page is displayed.

4. Complete the Trip Information page.

5. Click the **Create Document** button.

End of procedure.

Add and Manage Expenses with Sponsored Payment Methods

Steps

The steps for adding and managing expenses for sponsored travel authorizations are the same as those utilized for adding and managing expenses on any type of authorization. The only difference is that for sponsored travel authorizations, the sponsored payment methods are available for selection.

1. From the authorization's Document Summary page, click the **Expenses** tab.

The **Expenses** page is displayed. All expenses currently associated with the authorization are listed in the **Expense List**.

For sponsored expenses, add or edit the applicable expenses utilizing the following sponsored payment methods (Sponsor Methods of Reimbursement) as applicable:

Sponsored CBA Utilize this payment method only for air or rail reservations when booked through Omega utilizing a Central Bill Account Charge Card. NIH will then be reimbursed by the sponsor.

Sponsored In-Kind Sponsor provides the expense cost directly. No reimbursement is required. Utilize this payment method when the sponsor has paid for the expense cost directly.

Sponsored Personal Utilize this payment method when the traveler is going to initially pay for the expense using personal funds. Reimbursement to the traveler will be provided by NIH and then NIH will be reimbursed by the sponsor.

Sponsored Travel Card Utilize this payment method when the traveler is going to initially pay for the expense using their government issued travel card. Reimbursement to the traveler will be provided by NIH and then NIH will be reimbursed by the sponsor.

2. Add or edit expenses as required ensuring that all sponsored expenses reflect the applicable sponsored payment method.

<u>Note</u>: for airline or rail tickets booked through Omega that will be reimbursed by the sponsor, the Payment Method for the applicable expense will need to be changed to Sponsored CBA.

<u>Note</u>: the cost for all reservations booked by Omega are automatically populated into the expense screen and cannot be edited. Because of this, airline or rail ticket costs cannot be split between sponsored and direct Lines of Accounting (LOAs).

End of procedure.

Add a Reimbursable Sponsored LOA to an Authorization

Steps

For sponsored travel authorizations, you must enter at least two LOAs:

- at least one Project Name (CAN)/Project Number to pay for all expenses being reimbursed to the traveler by NIH. Additionally, all applicable travel fee expenses will be automatically allocated against this LOA.

- one Project Name (CAN)/Project Number with a fund type of “Reimbursable (R)” must be added so that NIH can be reimbursed by the applicable sponsor for all expenses with sponsored payment methods (Sponsored Personal, Sponsored Travel Card, or Sponsored CBA).

1. From the authorization’s Document Summary page, click the **Accounting** tab.

The **Accounting** page is displayed. Any LOAs currently associated with the authorization will be displayed in the **Account Code for TRIP** section.

2. Click the **Add New Account Code** button.

The **Setup Account Code** section is displayed. Users will utilize the fields within the **Setup Account Code** section in order to enter the applicable LOA information.

<u>Note: it is very important to complete the following steps in the order illustrated when entering the LOA information to ensure that the information is captured and saved properly.</u>

3. The **Label** field is **<u>mandatory</u>** and must be populated. Click in the **Label** field.

4. Enter the label information into the **Label** field based on IC business practice. It is recommended that you enter a label that will clearly label this LOA as sponsored so that it can easily be identified when allocating expenses and when viewing the authorization’s Totals page.

<u>Note</u>: the **Fiscal Year** field populates automatically based on the trip start date. The Fiscal Year must reflect the year in which the trip takes place and should not be changed.

5. The **Sponsored** checkbox will be enabled. Select the **Sponsored** checkbox by clicking in it.

Users have the option to either search by Project Name (CAN) or by the Project Number based on what information is known or readily accessible.

6. Click in the **Project Name (CAN)** or **Project Number** field.

7. Enter the applicable information into the **Project Name (CAN)** or **Project Number** field. If the entire CAN or Project Number is not known, a minimum of three characters must be entered in order to perform a search.

8. <u>Users must perform a search</u>. Click the search icon (binoculars) for the applicable field (Project Name (CAN) or Project Number).

The search results will display in a new window. Users must select the applicable Project Name (CAN) or Project Number by clicking on the link provided.

9. Once the applicable Project Name (CAN) and Project Number are selected, click the **Object Class Code** dropdown button.

10. Select the applicable Object Class Code by clicking on the corresponding list item.

The Task field always defaults to 1.

11. Click the **Add to Document** button to add the LOA to the authorization.

The LOA just entered is now displayed in the **Account Code for TRIP** section at the bottom of the page. Users can continue to add additional LOAs as required by repeating the same steps just utilized.

12. Add at least one NIH Direct LOA utilizing the same steps for adding an LOA to a non-sponsored travel authorization (same steps illustrated here in Steps 4 – 13 with the exception of selecting the Sponsored checkbox on Step 7). Be sure to label any NIH Direct LOAs in a way that will make it easy to identify during allocation and when viewing the authorization's Totals page.

End of procedure.

Add Sponsors to an Authorization

Steps

1. From the authorization's Document Summary page, click the **Sponsored** tab.

The Sponsor page is displayed.

You have the option to search for the sponsor by Sponsor ID or Sponsor Name by clicking the applicable radio button in the **Enter Search Criteria** section.

2. Select the applicable radio button.

3. Click in the **Sponsor Search** field.

4. Entire the Sponsor Name or Sponsor ID into the **Sponsor Search** field.

<u>Tip</u>: You can enter the entire or partial value into the Sponsor Search field. In CGE, you do not need to enter a wildcard symbol (*) to perform your search.

5. Click the **Search** button.

The search results are displayed below the **Enter Search Criteria** section in the **Master Sponsor** section. Click the small vertical scrollbar to the right of the **Enter Search Criteria** section to scroll down and view the search results.

6. Sponsors are selected by clicking on the applicable Sponsor ID link provided. Click the applicable Sponsor ID link.

The Sponsor selected is now displayed in the **Sponsors for TRIP** section at the bottom of the page.

Repeat Steps 2 thru 6 to add additional sponsors to the authorization as required.

End of procedure.

Allocate Sponsored Expenses when Multiple Sponsors exist on an Authorization

Steps

When multiple sponsors exist on an authorization, all of the sponsored expenses will be allocated by default to the first sponsor added.

Notice that in the example above, the University of Chicago was the first sponsor added and therefore, an error is displayed for the second sponsor (Tulane University) stating that no expenses are allocated to that sponsor. The user must now allocate the sponsored expenses to the applicable sponsors.

Allocation of sponsored expenses is performed on the **Sponsor** tab.

1. Click one of the **Allocate** links in order to allocate the sponsored expenses to the applicable sponsor. It does not matter which *Allocate* link you click. The same allocation screen will display regardless of which *Allocate* link is clicked.

The **Sponsor Allocation Summary for TRIP** page is displayed. Users can review the summary information as required.

2. Sponsored expenses can only be allocated at the expense level. Click the **Expense Level Allocation** tab.

The **Expense Level Allocation** page is displayed.

Users have the option to perform allocation by "Expense Category / Payment Method" or by "Expense" by clicking the applicable link provided. Again, it does not matter which link you click for the preferred allocation method.

3. Click one of the *Expense Category/Payment Method* or one of the *Expense* links.

The applicable Allocate for TRIP page will display based on the link clicked. The example below is the **Allocate by Expense TRIP** page.

4. Use the dropdown buttons provided to allocate each expense or expense category/payment method to the applicable sponsor.

5. Click the **Save and Exit Allocation Changes** button.

End of procedure.

Stamp and Route a Sponsored Travel Authorization

After initial creation, sponsored travel authorizations must be stamped with a status of "AUTH PREPARED".

- This status will route the authorization to the traveler.

- The traveler will receive an email with a link to the eVoucher page where he/she must complete and certify the Ethics Checklist.

- Once the traveler completes and certifies the Ethics Checklist, CGE will automatically route the authorization to the next individual in the routing list (AO Reviewer).

- Sponsored travel authorizations have an additional approval level of Sponsored Approver.

With the exception of the status applied (AUTH PREPARED vice SIGNED), the process for stamping and routing a sponsored travel authorization is the same as the one utilized to stamp and route a non-sponsored authorization.

End of procedure.

Foreign Travel

Overview

Occasionally, NIH employees are asked to travel to TDY locations outside of the Continental United States. In these cases, a foreign travel authorization must be created for the traveler.

Creating and managing a foreign travel authorization is very similar to creating and managing any other authorization. The key differences in functionality are discussed in the following topics of this section:

- Creating a New Foreign Travel Authorization (Itinerary)

- Stamping and Routing a Foreign Travel Authorization

Create a New Foreign Travel Authorization (Itinerary)

Steps

1. Complete the NFT form.

<u>**Note**</u>: the Notification of Foreign Travel page must be completed in its entirety. Funding information will not automatically populate from the authorization. The recommendation is to complete the authorization then return to the NFT to complete the funding section with the amounts from the totals screen. Failure to fill out this page completely and accurately will result in the authorization being returned by the NFT Approver (FIC).

2. Click the **Save Changes** button at the bottom of the page.

Continue to manage the authorization (expenses, accounting information, advances, etc.) just like any other type of authorization.

End of procedure.

Stamp and Route a Foreign Travel Authorization

After initial creation, foreign travel authorizations must be stamped with a status of "AUTH PREPARED".

- This status will route the authorization to the traveler.

- The traveler will receive an email with a link to eVoucher where they must complete and certify the Security Briefing for Foreign Travel.

- Once the traveler completes and certifies the Security Briefing for Foreign Travel, CGE will automatically route the authorization to the next individual in the routing list (AO Reviewer).

- Foreign travel authorizations have an additional approval level of Foreign Travel Approver.

<u>Note</u>: the Approver must verify that the traveler has read and verified the Security Briefing for Foreign Travel by checking the Document History for the traveler's certification before the authorization can be approved.

With the exception of the status applied (AUTH PREPARED vice SIGNED), the process for stamping and routing a foreign travel authorization is the same as the one utilized to stamp and route a non-sponsored authorization.

End of procedure.

Advisory Committee Travel

Overview

NIH has a number of chartered Federal Advisory Committees that provide scientific and peer review in many areas. These Advisory Committees are assigned roster numbers and their travel is reported to the IMPAC II system.

The processes for creating and managing travel authorizations for Advisory Committee Travel are exactly the same as any other type of travel authorization with the exception of:

- Users must select a Purpose of “Advisory Committee” while creating the authorization.

- Users must enter an Advisory Committee Roster Number for the traveler.

Create a New Advisory Committee Travel Authorization (Itinerary)

Steps

1. Navigate to and create a new authorization for the applicable traveler.

The Document Information page is displayed and the Document Information tab is displayed by default.

2. Complete the Document Information page. For Advisory Committee Travel:

- choose a **Type Code** of “Single Trip”.

- choose a **Purpose Code** of “Advisory Committee”.

3. Click the **Trip Information** tab.

The Trip Information page is displayed.

4. Populate the travel dates and itinerary information as appropriate.

5. Click the **Create Document** button.

Once the **Create Document** button is clicked, a third tab titled “Advisory Committee” is populated.

6. Click the **Advisory Committee** tab.

The Advisory Committee page is displayed.

7. Enter the applicable Advisory Committee Roster Number into the **Advisory Committee Roster Number** field. This field is required.

8. Click the **Save Changes** button.

<u>Note</u>: continue to manage the authorization (expenses, accounting information, advances, etc.) just like any other type of authorization.

End of procedure.

Conference Travel

Overview

NIH is required to track employees who are attending and/or participating in Largely Attended Events, also known as Conference Travel. To track attendees, users are required to select an approved conference from a pre-populated dropdown list in the travel authorization.

The processes for creating and managing travel authorizations of this nature are exactly the same as any other type of travel authorization with the exception of:

- Users must select a Purpose of "Conference – Other Than Training" while creating the authorization.

- Users must select an approved conference from a pre-populated dropdown list in the travel authorization.

Create a New Conference Travel Authorization (Itinerary)

Steps

1. Navigate to and create a new authorization for the applicable traveler.

The Document Information page is displayed and the Document Information tab is displayed by default

2. Complete the Document Information page. For Advisory Committee Travel:

- choose a **Type Code** of "Single Trip".

- choose a **Purpose Code** of "Conference – Other Than Training".

3. Click the **Trip Information** tab.

The Trip Information page is displayed.

4. Populate the travel dates and itinerary information as appropriate.

5. Click the **Create Document** button.

Once the **Create Document** button is clicked, a third tab titled "Conference Travel" is populated.

6. Click the **Conference Travel** tab.

The Conference Travel page is displayed.

7. Click the **Month of Conference** dropdown button and select the applicable month.

8. Click the **Save Changes** button.

The Conference Travel page refreshes and the **Conference Name** field is now available.

9. Click the **Conference Name** dropdown button and select the applicable conference.

<u>Note</u>: if the applicable conference is not listed, contact the NIH IT Service Help Desk.

10. Click the **Save Changes** button.

<u>Note</u>: continue to manage the authorization (expenses, accounting information, advances, etc.) just like any other type of authorization.

End of procedure.

HHS-99 Travel

Overview

HHS-99 travel authorizations are used to record the expenses incurred by a traveler when attending events being held in the local commuting area by Non-Government organizations.

The processes for creating and managing travel authorizations of this nature are exactly the same as any other type of travel authorization with the exception of:

- Users must select a Type Code of "HHS-99" while creating the authorization.

- Users must search for a "HHS-99" itinerary location.

Create a New HHS-99 Travel Authorization (Itinerary)

Steps

1. Navigate to and create a new authorization for the applicable traveler.

The Document Information page is displayed and the Document Information tab is displayed by default.

2. Complete the Document Information page. For HHS-99 Travel choose a **Type Code** of "HHS-99".

3. Click the **Trip Information** tab.

The Trip Information page is displayed.

4. Populate the travel dates and itinerary information as appropriate. For HHS-99 travel:

- Users must search for an HHS-99 itinerary location. Enter HHS-99 in the **Itinerary Location** field and then click the *Search* link. Select one of the two pre-populated HHS-99 locations; Montgomery Co, MD or Washington D.C.

5. Click the **Create Document** button.

Note: selection of an HHS-99 itinerary location will result in the authorization being created without any M&IE or Lodging expenses.

Note: continue to manage the authorization (expenses, accounting information, advances, etc.) just like any other type of authorization.

End of procedure.

Review/Approval of Travel Documents

Overview

CGE routes travel documents for review/approval based on the routing list selected for the applicable traveler.

The processes for reviewing and approving authorizations and vouchers are exactly the same.

With the exception of the status applied (Reviewed or Approved), the processes utilized by Travel Reviewers and Travel Approvers to stamp travel documents are exactly the same.

The following topics are included in this section:

- Reviewing a Travel Document (Travel Reviewer and Travel Approver)
- Stamping a Travel Document Reviewed (Travel Reviewer)
- Stamping a Travel Document Approved (Travel Approver)
- Delegating Review/Approval Authority (Travel Reviewer and Travel Approver)

Review a Travel Document

Steps

Both Travel Reviewers and Travel Approvers utilize the Approvals tab in CGE to review and stamp travel documents.

1. From the CGE Home page, click the **Approvals** tab.

The **Route & Review Documents** page is displayed. The Approve All sub tab is displayed by default. Users can utilize the sub tabs as follows:

- <u>Approve All</u>: all travel documents (authorizations and vouchers) pending action are displayed in the **List of Documents** section.
- <u>Approve Authorizations</u>: all authorizations pending action are displayed in the **List of Documents** section.
- Approve Vouchers: all vouchers pending action are displayed in the **List of Documents** section.
- <u>Search Previous Approvals</u>: use this tab to search for travel documents that have been previously approved.

<u>Note</u>: for each travel document in the **List of Documents**, the action icons are available.

2. Click the **Review Document** icon for the applicable travel document.

<u>Note</u>: if you want to both review and stamp the document, the Adjust Document icon for the applicable travel document can be utilized at this point.

A view only version of the document's Document Summary is displayed in a new window. Each of the sections displayed and the pertinent information for review are illustrated below.

Document Information and Reservation Details Sections

Expense Details Section

Per Diem Allowances, Accounting Details, Advance Details, and Exceptions Sections

Total Details and Document Status Sections

3. Upon completion of the review, click the **Close Icon (X)** for the new window.

End of procedure.

Stamp a Travel Document Reviewed

Steps

1. From the **Route & Review Documents** page, click the **Adjust Document** icon for the applicable travel document.

The **Open Document Signature** page is displayed.

2. Click the **Edit Document** button.

The document's Document Summary page is displayed. Users have access to all of the Document Summary tabs.

3. Review the document for accuracy. If errors are identified, the Travel Reviewer can either:

- correct the errors utilizing the Document Summary page tabs

OR

- utilize the **Return To** field at the bottom of the page and return the document to the Travel Planner for them to correct the document.

4. After reviewing the document and ensuring that all information is accurate, scroll down to the button of the page (Summary tab). The document is stamped in the **Document Status** section.

The **Status To Apply** field defaults to "REVIEWED". This is the correct status and users do not need to change this status unless they are returning it to the Travel Planner for correction.

5. If no changes were made to the document, click the **Stamp Without Adjustment** checkbox option. This will eliminate the unnecessary creation of an adjustment and makes the document easier to manage in the future. If changes were made, **do not** select this checkbox as the document would then be stamped without the changes made being applied.

6. Click the **Stamp and Route** button.

The **Pre-Audit Results** page is displayed.

7. Click the **Continue Stamping the Document** button.

The document has now been stamped "REVIEWED" and routed to the applicable Travel Approver based on the document's routing list. The **Route & Review Documents** page will re-display and the applicable travel document will no longer be displayed in the **List of Documents** section.

End of procedure.

Stamp a Travel Document Approved

Steps

1. From the **Route & Review Documents** page, click the **Adjust Document** icon for the applicable travel document.

The **Open Document Signature** page is displayed.

2. Click the **Edit Document** button.

The document's Document Summary page is displayed. Users have access to all of the Document Summary tabs.

3. Review the document for accuracy. If errors are identified, the Travel Approver can either:

- correct the errors utilizing the Document Summary page tabs

OR

- utilize the **Return To** field at the bottom of the page and return the document to the Travel Planner for them to correct the document.

4. After reviewing the document and ensuring that all information is accurate, scroll down to the button of the page (Summary tab). The document is stamped in the **Document Status** section.

The **Status To Apply** field defaults to “CONDITIONAL APPROVAL”.

5. Click the **Status To Apply** dropdown button and select the “APPROVED” list item.

6. <u>If no changes were made to the document</u>, click the **Stamp Without Adjustment** checkbox option. This will eliminate the unnecessary creation of an adjustment and makes the document easier to manage in the future. If changes were made, <u>**do not**</u> select this checkbox as the document would then be stamped without the changes made being applied.

7. Click the **Stamp and Route** button.

The **Pre-Audit Results** page is displayed.

8. Click the **Continue Stamping the Document** button.

The **EAI External Funds Checking** page is displayed. Ensure that the document has passed. The stamping process will be automatically aborted and a message stating so will be displayed if the document fails the funds check.

9. Click the **Close Funding** button.

The document has now been stamped “APPROVED”. The **Route & Review Documents** page will re-display and the applicable travel document will no longer be displayed in the **List of Documents** section.

After approval:

- <u>Authorizations</u>: the authorization will be sent to the NIH Business System (NBS) financial applications to be obligated. Once obligated, the authorization's status will change to "Posack Obligation". If there is an advance associated with the authorization, once the advance is paid, the authorization's status will change to "Advance Paid".

- <u>Vouchers</u>: the voucher will be sent to the NIH Business System (NBS) financial applications for payment. The voucher's status will change to "Pending" until the voucher is paid. Once paid, the voucher's status will change to "Paid".

End of procedure.

Delegate Review/Approval Authority

Overview Delegating authority is done in CGE utilizing the Profile tab.

Review/approval authority can only be delegated to another user who:

- is in the same IC and

- currently has the same role/approval level (AO Reviewer, AO Approver, etc.) as you.

Steps

1. From the CGE Home page, click the **Profile** tab. Make sure that the defaulted selection of "Me" is selected in the **You are administering travel for:** section prior to clicking the **Profile** tab.

The **My Profile** page is displayed.

2. Click the *Delegate Authority* link in the **Expense Settings** section on the left side of the screen.

3. In the **Assign a Delegate** section, click in the **Name** field and enter the applicable delegate's last name into the **Name** field.

A list of people matching the name entered is displayed.

4. Select the applicable delegate by clicking on the appropriate section in the search list.

5. If applicable, click the **Delegate Authority for all Documents Currently Waiting for the Delegator** checkbox option.

<u>**Note**</u>: this will ensure that all documents currently pending your action will also be delegated along with any documents going forward.

6. Click the **Assign** button.

End of procedure.

Appendix A: Glossary of Terms

ADV	Advance
AEA	Actual Expense Allowance
AL	Annual Leave
AO	Authorizing Official/Approving Official
AOP	Advice of Payment
ATM	Automated Teller Machine
BWI	Baltimore-Washington International
CAN	Common Accounting Number
CBA	Centrally Billed Account
CGE	Concur Government Edition (Travel System)
CONUS	Continental United States
DCA	District of Columbia Airport (National)
EIN	Employee Identification Number
FATA	Federal Agency Travel Administrator
FAQ	Frequently Asked Questions
FIC	Fogarty International Center
FTR	Federal Travel Regulations
FY	Fiscal Year
HHSN	Health and Human Services/NIH
GOVCC	Government Charge Card
HPOC	Help Point of Contact
IAD	International Airport at Dulles
IBA	Individually Billed Account
IC	Institutes and Centers

IDL	International Date Line
LOA	Line of Accounting
M&IE	Meals and Incidental Expenses
NBS	NIH Business System
NED	NIH Enterprise Directory
OCONUS	Outside of Continental United States
OFM	Office of Financial Management (NIH)
OM	Office of Management (NIH)
PDS	Permanent Duty Station
PNR	Passenger Name Record
PO	Purchase Order
POSACK	Positive Acknowledgement
POV	Privately Owned Vehicle
SSO	Single Sign On
TA	Travel Authorization
TAD	Travel Authorization Destination
TANUM	Travel Authorization Number
TAV Fee	Travel Authorization/Voucher Fee
TAW	Tickets Are Waiting
TDY`	Temporary Duty (station)
TMC	Travel Management Center (Omega)

Appendix B – Document Status Codes

ADVANCE PAID Advance is paid to the traveler. The authorization can be amended. A voucher from the authorization can be created. Cannot request or be paid for another advance.

ADVANCE SUBMITTED Advance payment submitted to Accounting At this time the authorization cannot be amended or adjusted.

APPROVED Indicates that the document has been approved and submitted to the financial system for processing. The document is locked until it updates to POSACK OBLIGATION status.

CREATED The document has been created and saved in CGE.

OBLIGATION SUBMITTED This stamp occurs after the document is stamped APPROVED and indicates a document is being processed into the agency financial system. The document cannot be edited while in this status. No changes can be made to the authorization at this time. Authorization is now locked.

OFFSETTING OBLIGATION This stamp occurs after the document is stamped APPROVED and POSACK OBLIGATION and indicates that changes were submitted successfully. Authorization can be amended or vouchered.

PAID Applied to a voucher or local voucher based on an advice of payment received from the agency's financial system indicating that payment was transmitted. No changes can be made to the paid voucher. A supplemental voucher can be created/submitted if there are expenses omitted from the paid voucher.The authorization cannot be amended. A supplemental voucher cannot be submitted for the local voucher.

PENDING Indicates that a document has been Approved and submitted to NBS for processing. Document is locked. No action can be taken until the status updates to APPROVED and POSACK OBLIGATION.

POSACK OBLIGATION Indicates document has successfully posted in the agency's accounting system.An authorization with this status can be amended for changes. Voucher from authorization can be created. If document is a voucher, no changes can be made to the voucher, nor can a supplemental voucher be created as the document will move to the next status in the workflow (PAYMENT SUBMITTED, PAID)

Appendix C: NIH/CGE SAC Codes

IC NAME	IC SAC	CGE NAME
NINR – National Institute of Nursing Research	**HN2**	HHSN2
NIDCD – National Institute of Deafness and Other Communication Disorders	**HN3**	HHSN3
NHGRI – National Human Genome Research Institute	**HN4**	HHSN4
NIAAA – National Institute on Alcohol Abuse and Alcohol	**HN5**	HHSN5
NIDA – National Institute on Drug Abuse	**HN6**	HHSN6
NIMH – National Institute of Mental Health	**HN7**	HHSN7
NIBIB – National Institute of Biomedical Imaging and Bioengineering	**HN8**	HHSN8
NCATS – National Center for Advancing Translational Sciences	**HN9**	HHSN9
OD – Office of the Director	**HNA**	HHSNA
NIAMS – National Institute of Arthritis and Musculoskeletal and Skin Diseases	**HNB**	HHSNB
NCI – National Cancer Institute	**HNC**	HHSNC
NCCAM – National Center for Complementary and Alternative Medicine	**HND**	HHSND
NIMHD – National Center on Minority Health and Health Disparities	**HNE**	HHSNE
FIC – Fogarty International Center	**HNF**	HHSNF
CSR – Center for Scientific Research	**HNG**	HHSNG
NHLBI – National Heart, Lung and Blood Institute	**HNH**	HHSNH
CC – NIH Clinical Center	**HNJ**	HHSNJ
NIDDK – National Institute of Diabetes, Digestive and Kidney Diseases	**HNK**	HHSNK
NLM – National Library of Medicine	**HNL**	HHSNL
NIAID – National Institute on Allergy and Infectious Diseases	**HNM**	HHSNM
NIA – National Institute on Aging	**HNN**	HHSNN
NIDCR – National Institute of Dental and Craniofacial Research	**HNP**	HHSNP
NINDS – National Institute of Neurological Disease and Stroke	**HNQ**	HHSNQ
NIGMS – National Institute of General Medical Sciences	**HNS**	HHSNS
NICHD – National Institute of Child Health and Human Development	**HNT**	HHSNT

CIT – Center for Information Technology	**HNU**	HHSNU
NIEHS – National Institute for Environmental Health Sciences	**HNV**	HHSNV
NEI – National Eye Institute	**HNW**	HHSNW

Appendix D: Government and Non-Government Fares

Various airlines have agreed (under contract with GSA) to offer government travelers reduced rates, traveling between specific city pairs. Travelers who utilize government fares will be required to show government identification and/or an official travel authorization when checking in at the airport.

What is the City Pairs Program?

General Services Administration (GSA) has contracted with airline carriers for special rates for selected city-pairs – website is http://www.fedtravel.com. It is mandatory that contract carrier flights be used except when:

Space or a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or

The contractor's flight schedule is inconsistent with explicit policies of your federal department or agency with regard to scheduling travel during normal working hours; or

Rail service is available, and such service is cost effective and is consistent with mission requirements; or

Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.

Additional exceptions to the mandatory use requirement are contained in the Federal Travel Regulation (FTR § 301-10.107):

Who Can Use the City Pairs Program?

There are a few exceptions, but in general, only federal or military employees on official government business may use the program with an appropriate form of payment. The only acceptable forms of payment for government contract fares is the "Smart Pay" centrally billed account (CBA) or individually billed account (IBA) charge cards or Government Transportation Request (GTR).

What are the Advantages of the City Pairs Program?

Offers substantial savings to the Government

There is no advance purchase required

There is no requirement for minimum or maximum length of stay

Offers flexibility when changing reservations and there is no penalty charged

Unused tickets are refundable

Contract Government Fares

Government contract fares have specific coding (**CA**) in the fare basis that identifies them as contract government fares. Contract fares exist for both domestic and international cities and are valid for a period of one fiscal year.

YCA – Offers last seat availability; meaning the airline will honor the government fare up to the last seat available in economy class on the aircraft. The fare basis code of YCA indicates it is a contract fare:

Y – Indicates the booking inventory (class of service) and **CA** indicates the fare is a "Contract Airfare"

Dash CA – ("-**CA**") is also a contract airfare. It is capacity-controlled (offered with a limited number of seats per flight). Airlines offer the fare using a variety of codes, such as: **HCA, KCA**, etc.

H – Indicates the booking inventory (class of service) and **CA** indicates the fare is a "Contract Airfare"

Discounted Government Fares

DG (Discounted Government) fares are fares that are "not" government contract fares. They are offered by other airlines in order to compete in government contract markets. **DG** fares, sometimes referred to as "**Me Too**" fares, are identified by the **DG** coding in the fare basis, e.g. **KDG, LDG, QDG**, etc. Depending on the government agency, government travelers may opt to take a discounted government fare.

QDG – Most airlines have added ticketing restrictions and advance purchase requirements to these discounted government fares. It is crucial to check the fare rules before booking this type fare.

Q – Indicates the booking inventory (class of service) and **DG** identifies the fare as a "Discounted Government "air fare.

Appendix E: Fees

CGE Voucher Fees:

Document Type	CGE Fees
TDY Voucher	$14.75
Local Voucher	$6.80

Omega Fees Under CGE:

Reservation Type	Fee Under CGE
On-line Air/Rail	$7.30
On-line Hotel/Car only	$6.70
Off-line Domestic Air/Rail	$30.49
Off-line International Air/Rail	$36.00
Off-line Hotel/Car only	$14.48